



How to Apply for New or Modified Con Edison Steam Service

Introduction

Con Edison's Steam Business Development team of sales, marketing, and engineering professionals works with current and potential customers to help them get the most out of their steam service. Our team is committed to providing service that is reliable, efficient and environmentally friendly.

This step-by-step guide will help you navigate through the Con Edison steam application process. This guide is applicable to the following cases:

- A new customer applying for steam service;
- An existing customer requesting a duplication or relocation of service; or
- An existing customer requesting a duplication or relocation of service; or
- An existing customer who is modifying their service due to change in steam load.

The process consists of four steps:

1. Applicant submits an Application for Steam Service, a Steam Service Load Letter, and/or a Point of Entry (POE) form.
2. Con Edison will issue the Engineering Specifications Package (ESP). At this step, the applicant must hire a consulting engineer and/or contractor.
3. The consulting engineer must submit design drawings for our approval. The mechanical contractor must submit shop drawings to Con Edison for review and approval.
4. Customer is responsible for constructing the steam station and scheduling an inspection with Con Edison.

For more information about your application for steam service, please refer to the "Application for Steam Service – Information Page" available on our website at <http://www.coned.com/steam>.

We look forward to helping you with all your steam heating and cooling needs. If you have any questions, please call us at (212) 460-2011.

Let's get started.

Submitting an Application for Steam Service, a Steam Service Load Letter, and/or a Point-of-Entry (POE) Form

Whether you have called, written, or e-mailed us to apply for steam service or to request modifications to your existing system, you will need to hire a New York State licensed professional engineer to act as your representative.

To apply for steam service you will need to complete the following forms:

- Application for Steam Service – writable pdf
- Steam Service Letter
- Point of Entry (POE) Determination for New Services

Please note, existing customers who are informing us of a load change only need to complete the Steam Service Load Letter. Existing customers who are requesting a duplicate or relocation of service only need to fill out the POE form (and must fill out a load letter if any change in steam load is expected).

The Application for Steam Service, the Steam Service Load Letter, and the Point-of Entry (POE) Determination for New Services form must be

completed and sent to us **at the same time**. Once we reviewed your signed application and the **completed, signed, and stamped** Steam Service Load Letter and POE form, we will review your request.

Because we cannot begin to pipe installation in the street before we receive your complete application, early receipt of the application will help ensure you receive steam service by your requested service date. If you are an existing customer requesting to relocate or duplicate your service, you are responsible for all costs.

To expedite the process, you can fax the completed forms to us at 1-212-473-2538. However, because we must have an original signature file, we ask that each form be signed and mailed to:

Steam Business Development
Con Edison
4 Irving Place, 7th Floor, SE
New York, NY 10003

Issuing the Engineering Specifications Package (ESP) and Hiring a Contractor

Based on the information provided in the Steam Service Load Letter and the POE form, Con Edison will compile the Engineering Specifications Package (ESP). The ESP will be sent to your consulting engineer and will describe in detail the design requirements of the steam meter station.

The ESP will include:

- a. Required specifications and details of drawings indicating metering, piping, electrical work, and trap requirements; and
- b. a copy of New York City Department of Buildings (DOB) rules.

The consulting engineer should include all Con Edison's requirements (as included in the ESP) in the bids specification package.

The professional engineer (PE) retained by your architect, consulting engineer, or the general

contractor must file with DOB for all the high pressure steam work as described in the ESP.

The DOB will issue a Technical Report (TR-1) form to you. This form is proof that the job was filed and should remain a part of your permanent record. (This is the initial filing – there will be one more at the end of the process.)

Review and Acceptance of Customer Drawings and Stress Analysis

This step involves the submission of design drawings, mechanical (shop) drawings, and a stress analysis for Con Edison's review and approval. Here's what we need:

- Your consulting engineer must submit three sets of design drawings bearing the PE's stamp.

Con Edison will review and accept the design drawings. If, for any reason, the drawings are rejected, your consulting engineer will be asked to revise the drawings and resubmit them for subsequent Con Edison review and acceptance.

- Your mechanical contractor must submit three sets of shop drawings bearing the consulting engineer's approval stamp.

Con Edison will review and accept the mechanical (shop) drawings. If, for any reason, the drawings are rejected, the general contractor will be asked to revise and resubmit them for subsequent Con Edison review and acceptance.

- Before the steam is turned on, a PE, retained by the customer, must submit a letter to the Company that is signed and sealed by a PE certifying that the stress analysis has been reviewed and accepted with notations; the analysis model conforms to the final as constructed conditions; and the stresses determined by the analysis does not exceed the **ASME B31.1** allowable stresses for the materials used in construction of the high pressure piping system.

Construction of Steam Station and Inspection

Once the mechanical (shop) drawings have been received and accepted by Con Edison, we will release Company equipment (steam meters, steam flow computers, meter run strainers, traps, and trap strainers before the meter) to your general contractor for installation. The equipment will be made available for pickup at a designated company storeroom.

Con Edison will perform field inspections of the construction work to verify that the Company's requirement and specifications have been adhered to.

Upon completion of the construction, the PE will perform what is termed a "special inspection" and will file the results of the inspection with DOB. ***The consulting engineer or general contractor must then file the final TR-1 with the DOB (final filing)*** using the TR-1 form previously issued. The TR-1 must be PE signed, sealed, and dated in the appropriate sections. The DOB will complete the form and apply a barcode with the BIS job number.

On the final TR-1, the PE must check off the following:

- Certification of completed inspections/tests
- High-pressure steam piping (welding)

Once Con Edison has accepted the construction work and received a copy of the DOB-approved initial and final TR-1 forms, we will authorize a turn-on service at your location.

Please note: During the approval process, we will accept electronic drawings in Microstation format and/or Autocad. However, all design and mechanical drawings must be signed, sealed, and mailed to us. If you have any questions, you can contact Con Edison's Steam Distribution Engineering group at 1-212-460-4410 or 1-212-460-4249.

Thank you for working with us to connect steam service to your property. You are about to begin what we hope will be a long and

satisfying customer relationship with Con Edison's steam service. We are pleased to have you as our customer.

The Steam Business Development Group