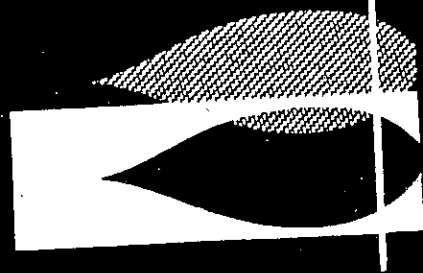


SERVICE DEPARTMENT MANUAL



Laclede Gas Company

"PUBLIC SERVICE IS OUR DAILY BUSINESS"

EXHIBIT

2

ALL-STATE LEGAL®

Propane continued

5. Eliminate all probable sources of ignition such as smoking, striking matches, operating electric switches, etc. **Note:** Be aware of any electric power interruptions to residences and/or commercial buildings that may have UPS (Uninterrupted Power Supply) for computers or any other type of emergency power backup systems. You will need to ask the customer about these systems.
6. Stay out of building and keep others away at a safe distance.
7. Notify Dispatcher, Area Supervisor or Leak Supervisor on duty for assistance or correct situation.
8. CGI monitoring shall continue until the area is considered safe and the situation is corrected. Once the area is considered safe, begin the leak investigation sequence (section 19-8).
9. If the inside gas readings are not decreasing, call Central Dispatching for assistance in notifying the Fire Department.

Investigation Sequence

Locate all fuel lines and ensure all open lines/valves are capped or plugged.

If the meter is found off, leave it off until the source of odor is eliminated or identified as other than natural gas.

If the meter was shut off by Laclede or the Fire Department, turn the meter on and check the meter's 1/4 or 1/2 foot test hand for other than normal movement. If the meter's test hand is larger than 1/2 foot refer to "Turn-On Information" Section 10-5 that refers to meter size and test hands. If there is an abnormally fast movement of the test hand, shut the meter off and determine where gas is going.

Shut off all pilots, then spot the meter's 1/4 or 1/2 foot test hand. If the meter's test hand is larger than 1/2 foot refer to "Turn-On Information" Section 10-5 that refers to meter size and test hands.

1. If the meter test hand does not move, make sure the meter will register low consumption.
2. If the meter does not register low consumption it must be changed.
3. If meter test hand moves, use leak detection equipment to check all fuel line connections and fittings for leaks.

If the meter test hand registers movement - isolate meter and regulator from fuel lines, then use a manometer (U gauge) to pressure test fuel lines. The manometer should also be used to pressure test services on low-pressure systems. Use a spring gauge to pressure