



School Gas Pipe Testing Portal – Guide



Purpose

This document is a guide to introduce the School Pipe Testing Portal to School Facilities.

Note: The steps shown below are a quick overview of the school gas pipe testing portal schools will access to enter tests due.

Receiving Access to submit School Pipe Test Portal

School Administrators will receive an email similar to the one shown below.

Accessing the portal:

1. Click Hyperlink "Gas Pipe Test Results"

The Texas Utilities Code requires that gas pipe in public, charter, or private school facilities be tested for leaks every two years. Below is a list of schools CPS Energy believes are due for testing. Please be advised the list may be incomplete due to new school construction, building conversions, equipment replacements, database errors and other reasons. **Facilities not listed are the responsibility of the School and associated Administrators for reporting and testing in accordance with State law.**

The pipe or plumbing that should be tested extends from the outlet of the CPS Energy natural gas meter to the inlet valve of each appliance located within buildings or structures where students receive instruction or participate in school sponsored extracurricular activities. If a valve does not exist on the outlet of the CPS Energy meter, it is recommended that the School have one installed. Closing the CPS Energy valve and performing a pressure test exposes the meter and regulator to testing pressure that can potentially cause damage for which the School will be charged for repairing.

Maintenance or bus facilities, administrative offices, and similar facilities that students do not regularly utilize are not required to be tested, but an exemption must be submitted stating the reason the facilities were not tested.

The school pipe test results must be submitted to CPS Energy prior to Monday, August 3, 2020, (Wednesday, July 1, 2020 for schools operating year-round).

Schools that do not have valid and correct test results submitted to CPS Energy prior to the beginning of their new school year will have their natural gas meters turned off and locked.

Once the test have been performed, you will use the following link to access the CPS Energy School Gas Pipe Testing Portal to enter the results for each meter tested.

[Gas Pipe Test Results](#)

The schools we show on record which need to be tested are the following:

#	School	School Type	Test Cycle	Date Last Tested
1	(Elementary School)		2 Year	15-AUG-18
2	(High School)		2 Year	15-AUG-18

Email address must match what CPS Energy has on record as the contact for the School.



Welcome to CPS Energy School Gas Pipe Testing

To keep our systems secure, please enter the below details.

Enter your email address:

I'm not a robot



reCAPTCHA
Privacy - Terms

✓ VERIFY MY EMAIL

✕ CLOSE

For any additional questions, please contact :

Gas Standards Specialist
(210) 353-3614







Program/Project Manager
(210) 353-6592

2. You will see a list of schools that are due for testing.



CPS Energy School Gas Pipe Testing

The following schools need gas pipe testing entered. [Click on the button next to the school](#) to access the associated meter information.

Action	School Name
	School # 1
	School # 2
	School # 3
	School # 4
	School # 5
	School 6



Entering School Pipe Test Results

3. Click on the meter associated with the test record.

CPS Energy School Gas Pipe Testing

The following information must be entered once the testing is complete. Please enter the full name of who performed the test(s), as well as the person who witnesses/verified the test and results.


School Name: _____

Please complete all necessary fields for each service location for this school. Click on the blue section title below to expand the list of fields for each test. Accurate details of each test is necessary to meet State regulatory requirements.

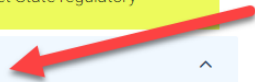
Meter(s) (123456)	^
Meter(s) (123456)	^

Tested By:

Verified By:

SAVE TEST RESULTS 

Click Here



School Gas Pipe Testing : Administrative Portal

4. Click the bar with the Meter # to expand and check the box to enter pipe test information.

CPS Energy School Gas Pipe Testing

The following information must be entered once the testing is complete. Please enter the full name of who performed the test(s), as well as the person who witnesses/verified the test and results.

School Name:

Please complete all necessary fields for each service location for this school. Click on the blue section title below to expand the list of fields for each test. Accurate details of each test is necessary to meet State regulatory requirements.

Meter(s) **This field expands to display the associated address of the meter selected.**

Premise #: <input type="text" value="1"/>	N.O.P.: 0.25	Meter #1: <input type="text" value="123456"/>
Meter address: <input type="text" value="#1, SAN ANTONIO TX, 78209"/>		
<input type="checkbox"/> Add test results for this meter.		

Meter(s) **Click this box to enter test record information**

Tested By:

Verified By:

SAVE TEST RESULTS

- 5. Enter the results of the pipe test in the required fields. Do this for all tests performed.

School Name: _____

Please complete all necessary fields for each service location for this school. Click on the blue section title below to expand the list of fields for each test. Accurate details of each test is necessary to meet State regulatory requirements.

Meter(s) (123456)

Premise #: _____ N.O.P.: 0.25 Meter #1: 123456
Meter address: _____, SAN ANTONIO TX, 78209

Add test results for this meter. Exempt Letter

Testing performed according to (select one):

- RailRoad Commission of TEXAS Code
- Municipal Code

Select appropriate code used for test.

Date Tested: 02-April-2020 Start Time: 09:00 AM Stop Time: 10:00 AM Next Day

Test Pressure: 5 Type: lbs

Repairs required: Yes No

Final Results: Pass Fail

Enter Date Tested Start and Stop Time Test Pressure in lbs or oz and then click Validate.

VALIDATE

Meter(s) (123456)

Tested By: _____ **Mandatory Fields**

Verified By: _____ **Mandatory Fields**

SAVE TEST RESULTS

6. You should receive a “Validated Successfully” notice if all information required has been submitted. Click “Save Test Results”

School Name: Alamo Heights High

Please complete all necessary fields for each service location for this school. Click on the blue section title below to expand the list of fields for each test. Accurate details of each test is necessary to meet State regulatory requirements.

Meter(s) (123456)

Premise #: 00001 N.O.P.: 0.25 Meter #1: 123456

Meter address: 150 E FAIR OAKS PL #1, SAN ANTONIO TX, 78209

Add test results for this meter. Exempt Letter

Testing performed according to (select one):

Railroad Commission of TEXAS Code

Municipal Code

Date Tested: 02-April-2020 **Start Time:** 09:00 AM **Stop Time:** 10:00 AM Next Day

Test Pressure: 5 **Type:** lbs

Repairs required: Yes No

Final Results: Pass Fail

Validated Successfully.

VALIDATE ← **Click Validate and Click Save Test Results**

Meter(s) (123456)

Tested By: Mandatory Field

Verified By: Mandatory Field

SAVE TEST RESULTS

7. Authorization pop up appears
 - a. Enter Authorized By
 - b. Select Send to CPS Energy

Name of the individual authorizing this information is required. Please enter then name of who is submitting this information to CPS Energy. Once sent, the tested meters can no longer be updated.

In the event there are questions, the district and/or school representative will be contacted by CPS Energy Gas Compliance Department.

I'm not a robot 
reCAPTCHA
Privacy • Terms

Select

Authorized By:

Mandatory Field

Click Here  SEND TO CPS ENERGY

8. You should receive a pop up stating the pressure test was successfully updated. If the test is rejected, you will be contacted by CPS Energy Gas Compliance Department with further direction.

