



May 10, 2024

2024 Notification Letter

Re: Natural Gas School Pipe Testing Notification and CPS Energy Procedures

Dear Natural Gas Customer:

The Texas Utilities Code requires that gas pipe in public, charter, or private school facilities be tested for leaks every two years. Attached 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.

CPS Energy is introducing a new School Pipe Testing Portal that allows School Districts to submit their results of the pipe test(s). **We ask that each School District provide CPS Energy with contact information of the representative(s) who will be submitting the test records. The contact information must include at a minimum Name, Email Address, and Phone Number.** Access to submit test record results will be provided to the identified contacts for each District / School Facility via link that will direct them to the portal.

The school pipe test results must be submitted to CPS Energy prior to Thursday, August 1, 2024, (Monday, July 1, 2024 for schools operating year-round).

**Schools that have not submitted a valid and passed test report to CPS Energy prior to the beginning of their new school year will have their natural gas meters turned off and locked.**

Your immediate attention to this request is greatly appreciated. If you require assistance, please contact us:

E-mail: Alex Chavez [achavez@cpsenergy.com](mailto:achavez@cpsenergy.com), 210-353-6592  
Lydia Hernandez [lahernandez@cpsenergy.com](mailto:lahernandez@cpsenergy.com), 210-353-5695

Mailing Address: CPS Energy  
Gas Operations Compliance  
PO Box 1771  
Mail Drop 210101  
San Antonio, Texas 78296

If you have any questions, please feel free to contact me at (210) 353-2928.

Regards,

A handwritten signature in black ink, appearing to read "Thomas Linerode". The signature is fluid and cursive, with a long horizontal stroke at the end.

Thomas Linerode  
Manager Gas Operations Compliance

Enclosures