

# Generic Site Set Up Activities



**national gas  
transmission**

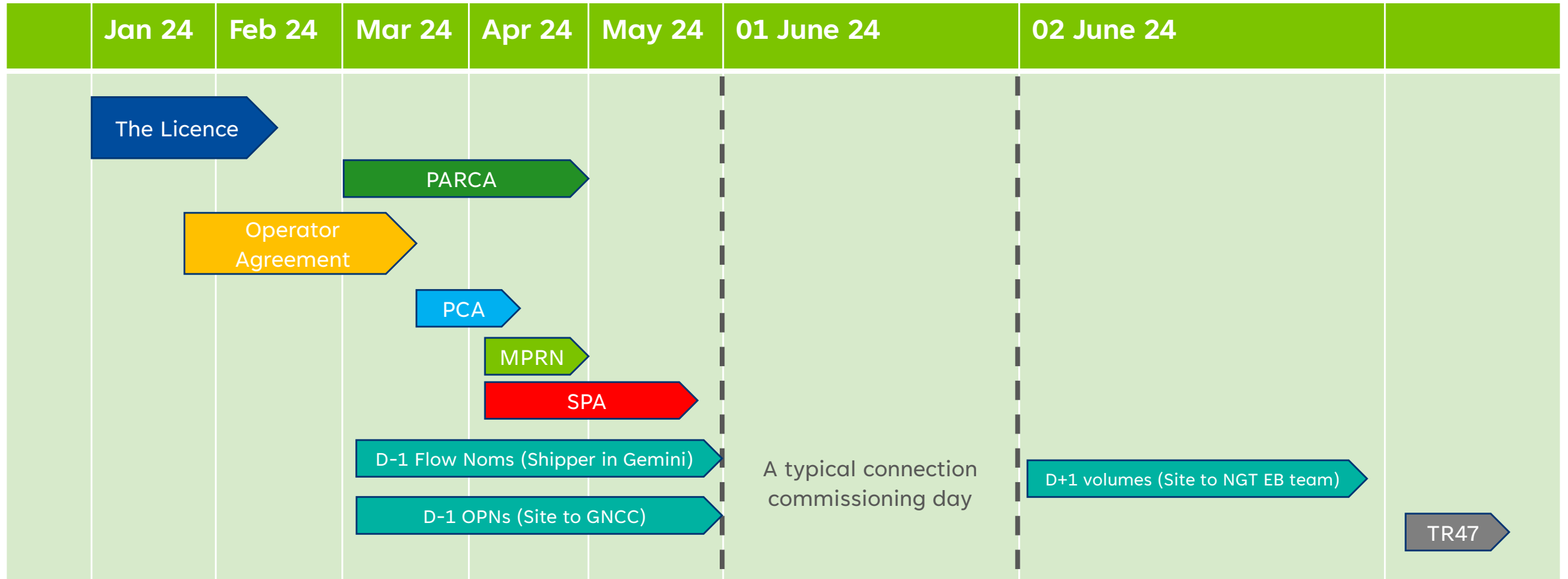
A summary for guidance only  
October 2023

# Generic Site Set Up Activities – the purpose of this document

- These slides are intended to aid both site Operators and NTS Users (Shippers) in visualising the key elements in setting up, primarily, an exit connection to the National Transmission System.
- The slides are an approximation of the key elements. National Gas Transmission's (NGT) policies, the Uniform Network Code, and NGT's Gas Transporter Licence in respect of the NTS will prevail over the content of these slides.
- The red arrow below on the timeline indicates where on the connections process the site set-up activities should commence however please refer to your Gas Connections Contract Manager for support and guidance.
- The next page provides more details on the sequencing of events, with expanded details in the remainder of this guidance.



# An example approximate timeline...



# NGT's Gas Transporter Licence in respect of the National Transmission System ('the Licence')

## The Licence

With the agreement of the connectee, NGT will commence the process of including the commercial exit point in the Licence. There is a publicly visible consultation process.

New Point creation triggers the following:

- The creation of a 'Baseline' level of capacity.
- The calculation of NTS indicative and actual NTS capacity charges.
- The inclusion of the exit point in the 'Gemini' capacity booking system so that capacity can be allocated.
- This can be far in advance of 'site set-up' i.e. Meter Point Reference Number, Supply Point Administration, Logical Meter Number set-up covered in the following slides.

# Planning & Advanced Reservation of Capacity Agreement (PARCA) – where applicable

## PARCA

If applicable, NTS capacity reserved under the PARCA to be allocated to Nominated NTS User (Shipper, Distribution Network Operator etc.) for the Registration Date.

- Reservation Party provides to NG a completed NTS User Nomination Form, appended at the back of the PARCA contract, at least one month in advance of the Allocation Date.
- NGT contacts the NTS User to confirm acceptance of capacity allocation.
- NTS User accepts capacity allocation.
- Capacity is allocated and registered to NTS User in Gemini.
- Confirmations are sent to the PARCA Reservation Party and NTS User.
- NTS User takes on capacity rights and obligations under the Uniform Network Code.
  - Capacity charges commence from Registration Date and invoiced 6 weeks from that date.

# Meter Point Reference Number (MPRN)

## MPRN

This facilitates NTS Users to commence the relevant SPA (Nomination, Offer and Confirmation) processes.

NGT requests Xoserve to create an MPRN using the 'MPRN' creation form, which includes, amongst others, the following fields:

- Site Name & Address
- Local Distribution Zone & Exit Zone
- Meter Point Reference Section
- Meter Point Annual Quantity ('AQ')
- Max NTS Exit Point Offtake Rate ('MNEPOR' from Network Exit Agreement ('NExA'))
- Shipper Short Code ('SSC')
- Network Operator Short Code (NTS)
- Twin Stream / Special Metering
- Asset Charges
- Telemetry Equipment

Xoserve creates the MPRN and sends it to NGT Gas Customer Portfolio Team and NGT Commercial Operations. **The NTS can now begin the Supply Point Administration process.**

# Supply Point Administration (SPA)

## SPA

SPA is the term used for the registering of an NTS User at a Supply Point.

NTS User begins Supply Point Administration process by contacting Xoserve.

Timescales are outlined in the UNC.

Xoserve

- Process shipper nomination to produce a Transportation Offer
- Process confirmation and produce a Logical Meter Number ('LMN')
- Inform NTS User of LMN and effective date
- Inform NGT of LMN

NGT enters the LMN into Gemini.

# 'Operator to Operator' agreements

## Agreements...

Network Entry (NEA)

Network Exit (NExA) /  
Connected System Exit Point  
(CSEP)

Storage Connection (SCA)

Interconnection (IA)

These are enduring 'operator to operator' agreements which cover detail how the site must operate endure once the connection is commissioned.

There are a number of items included in the agreement including, but not limited to:

- Site drawings
- Meter details – min / max flows, uncertainty ranges etc.
- Ramp rates
- Offtake Profile Notice arrangements

Some of these details will not be known immediately and will be developed during the delivery of the connection, so the time taken can vary.

It must, however, be in place before Pipeline Commissioning can take place and the NTS User can be registered at the Supply Point, respectively.

Certain parameters of these agreements can be re-negotiated when the need arises.

A NExA may also have 'Relevant Shipper' signatories making it a tri-partite agreement. CSEP NExA will also have a CSEP Ancillary Agreement to which NGT, the Connected System Operator (CSO) and Shippers will also be signatories.



# Pipeline Commissioning Agreement (PCA)

## PCA

This agreement provides for the pressurisation of a connected Facility.

The NExA must be in effect before the PCA.

The PCA:

- Covers 'Initial Pressurisation'.
- Allows some usage of the initial pressurisation for other activities.
- Allows further pressurisations as necessary.
- Contains a value, provided by the site, as to the volume of gas required for these activities.
- The operator is required to give 30 days notice of the initial pressurisation.
- Outlines the requirement for flow nominations and allocations.

# TR47 Commissioning Certificate

## TR47

NGT is required to complete a commissioning sign-off form as part of the 'TR47 Management Procedure For Commissioning Of Customer Connections To The NTS'.

Our Subject Matter Experts (SME's) will guide you through the various requirements to meet TR47.

In essence, there are 4 components to the sign-off form that NGT must be satisfied with:

1. You've provided the appropriate evidence that your facility meets the relevant safety requirements e.g. Pressure Systems Safety Regulations (PSSR).
2. The next three are completed by NGT when we are satisfied that:
  - a) Your meter is validated to meet NGT's T/SP/ME/1 specification by the before the commissioning certificates will be signed. (Site Acceptance Testing)
  - b) The telemetry tests ('End-to-Ends') are completed.
  - c) Your assets can operate at full pressure.

Once these all of the components of the form are signed, we are then able to complete our 'Final Gas Operations' certificate, we open the valve and site can begin commercial (metered) flows.

# D-1 to D+1 Processes (assuming Exit)

Shipper Flow Nominations  
(D-1)

Site Offtake Profile Notice  
(D-1)

Site actual volumes (D+1)

Prior to the days of commissioning, the Shipper will need to submit a flow nomination for an end of day quantity of energy in Gemini against the Logical Meter Number (it will have been set up by then). The rules around submitting nominations are in the Uniform Network Code.

Also prior to the day of commissioning, the site operator will submit an Offtake Profile Notice (“OPN”) to the Gas National Control Centre (GNCC). The rules around the submitting of OPNs are in the NExA. OPNs contain:

- Gas day date
- Name of site
- Hourly flow (KWh)
- End of day amount (KWh)
- The unit that the above two are in (for audit purposes)
- Official site logo/letterhead (also for audit purposes)

# D-1 to D+1 Processes (assuming Exit)

Shipper Flow Nominations  
(D-1)

Site Offtake Profile Notice  
(D-1)

Site actual volumes (D+1) –  
part 1

After each day of commissioning, the site needs to provide the actual volume of gas, in a format provided by NGT, to the NGT Energy Balancing Team so that the volume can be verified and converted into energy.

The format provided and required by NGT typically includes the following:

- Start time/date and pressure of the purging operation
- Lengths and diameters of pipe being purged
- Gas temperature if possible
- End time/date and pressure of purging operation
- Total volume of gas
- CV

# D-1 to D+1 Processes (assuming Exit)

Shipper Flow Nominations  
(D-1)

Site Offtake Profile Notice  
(D-1)

Site actual volumes (D+1) –  
part 2

Once verified, the energy is manually entered into Gemini by the Energy Balancing team so that it can be allocated to the Shipper.

The allocations will incur TO & SO NTS Commodity Charges.

Any difference between the nomination and the allocation will incur a scheduling charge.

This activity is only expected to be required for a few days to a week.

Once the metering is validated and other requirements for TR47 are signed off we will no longer need to manually enter data into Gemini.

Thank you

