Meter Point Reference Number allocation process for Utility Infrastructure Providers (*UIPs*)

Version: 3.0

Status: Version for issue

Date: Jan 2022

Contents

1   Introduction

SGN, acting in its capacity as a Gas Transporter has a responsibility to hold and maintain a register of supply points connected to its system. This is enabled by the creation of Meter Point Reference Numbers (*MPRN*). An MPRN is a unique 10 digit number, of which the last 2 are check digits. This number is allocated to the point where gas is taken from the network.

In order to facilitate third party meter provision, SGN has developed a process for MPRN allocation in consultation with relevant industry parties.

The following principles will apply:

- When the service is installed a label (*SGNB608*) containing the MPRN will be attached to the service as near to the Emergency Control Valve (*ECV*) as possible.

- SGN will make the MPRN labels available to Utility Infrastructure Providers (UIP) who will be able to allocate a specific MPRN for a specific job before the service is installed. The UIP will inform SGN once an MPRN has been allocated to a new service.

- SGN will receive all meter point details, including the MPRN upon submission of a Certification file. If MPRNs are yet to be issued at the planning stage and works are imminent they can proceed and the UIP will provide SGN with the MPRNs for all proposed services with the completion file. MPRNs should not be raised with Xoserve until SGN have warranted the Address information for the supplies as valid, via approval of the request submission.

- The meter point details are required to ensure SGN is aware of a Supply Meter Point capable of off-taking gas at the earliest opportunity. Where MPRN details confirm installation of a meter different in max badge capacity to that of the approved max SHQ of a requested job, SGN will refuse adoption of assets and request a formal variation in line with standard business practices.

2   Process

The following process outlines the requirements when a UIP installs new services to either new or existing premises. It is the responsibility of the Project Managing UIP to ensure the individual undertaking on site works receives the correct MPRNs for the addresses to which the services are to be laid and that SGNB608 MPRN labels are attached appropriately.

2.1   The UIP submits a new request to SGN Third Party Connections including address details and number of services proposed to be installed.

Note - Where a new request utilises the Fastrack Process and is already accepted, Address information must be PAF valid or equivalent.

- o   Where a Fastrack Request submission, SGN will appraise provided Address information and where correct, will warrant the Addresses for the supplies as valid, via approval of the request submission.

o   Where a Non-Fastrack Request submission, SGN will issue a quotation, in line with standard business practices without validation of Address information which must be confirmed as PAF Valid upon acceptance of the quotation with SGN

2.2   Where a Non-Fastrack Request, the UIP will receive a quotation and will be required to confirm via PAF validation or equivalent and submit an acceptance to SGN, with confirmed Address information. SGN will process the acceptance in line with standard business practices.

2.3   Once Acceptance has been acknowledged by SGN, the Project Managing UIP should raise MPNRs with Xoserve as per the approved address list, conforming to standard Address structures employed by SGN and Xoserve.

2.4   Where applicable, the UIP should submit MPRN information as per Xoserve systems simultaneously to a Certification file to SGN. SGN will reject a Certification file if provided MPRN addresses differ to that of the approved address. If MPRNs are not provided at Certification stage, SGN can approve a Cert file, assuming address information is confirmed as valid on proposed MPRNs.

Note - Where MPRN Address information provided at Certification stage is incorrect and the request is rejected, the Project Managing UIP should correct the Address information with Xoserve. If a Shipper/Supplier has been assigned to the MPRN, notification to the applicable Shipper/Supplier should be made for them to revise Address information accordingly.

2.5   The UIP follow the appropriate work instructions according to their internal procedures to undertake works, subject to SGN SCO clearance to proceed. The UIP will ensure that the appropriate adhesive backed pre-populated B965 MPRN label (see Appendix 2) is applied to the Service Information label SGNB608 (see Appendix 3). The Service layer installs the service as instructed on the job instruction and attaches the labels as near to the Emergency Control Valve (ECV) as possible.

Note - Service Information Label (SGNB608) must always be fitted as it contains consumer information in the event of an emergency.

2.6   If not provided at Certification stage, the UIP will provide MPRN details upon completion of works as part of a Completion file. Photos of the Service Information Label should also be provided, where available or specifically requested by SGN. SGN will appraise the Completion file in line with standard business practices and will reject a completion file if MPRN addresses differ to that of the approved address.

2.7   If works undertaken are disconnection of supply, once the Completion file has been approved by SGN, SGN will set the MPRN to Dead (*DE*) on Xoserve systems

2.8   If works are an Alteration of supply, it is the responsibility of the Shipper to update relevant meter asset data on Xoserve systems accordingly.

3   SGN and UIP Responsibilities

The following section outlines the interface between SGN and the UIP, the processes involved, and the information exchanged between the parties. (*See Appendix 4 for further info*)

3.1   Provision of Service Information Label SGNB608 and MPRN Label B965

SGN will make Service Information Label SGNB608 and MPRN Label B965 available to the UIP under procedures associated with the fitting of labels to meet SGN legislative requirements and associated procedures under the Network Code.

3.2   Allocation of MPRN

o   When a MPRN has been allocated to a specific job by the UIP, SGN requires to be notified of all the Supply Meter Point details at Certification File stage, or Completion File stage if it is infeasible to do so with a Cert File.

o   Where SGN has issued Quotation Acceptance Acknowledgment or Design Approval, the addresses warranted in within the initial request from the UIP must match that of the MPRN creation request to Xoserve, with the supply meter point details.

o   The UIP will also inform SGN of the work type this will be either for a service job with no SGN Metering meter or a service and SGN Metering meter job.

o   It is the responsibility of the UIP to ensure that the service layer receives the correct MPRN Label B965 and Service Information Label SGNB608 for the job.

Note - See Appendix 4 for further info.

3.3   Validation of MPRN and Supply Meter Point details

SGN will validate the information received with Request submissions to ensure that the Supply Meter Point details and the MPRN are valid and that there is sufficient premise address detail to enable a record to be created in SGN systems.

It will be the responsibility of the UIP to correct invalid data and provide it to SGN to enable resolution of initial Request, Certification file or Completion file submission rejections.

3.4   Issuance of works to Service Layer

Where the UIP allocates an MPRN to a specific job the appropriate MPRN Label B965 must be issued to the service layer with the job instruction.

3.5   Installation of Service

The Service Layer will undertake works to relevant business standards and practices. The Service Layer will attach Service Information label SGNB608 to the service as close to the Emergency Control Valve (ECV) as possible to ensure adherence to legislative requirements.

It is the responsibility of the UIP to ensure the service layer receives the correct MPRN for the address to which the service is to be laid and that the B965 MPRN label is attached appropriately.

3.6 UIP inform SGN if details have changed

The UIP will inform SGN when, if any, of the Supply Meter Point details have changed from when the Supply meter point was created in Xoserve systems to when the service was installed. The information can be communicated electronically or by telephone call.

Note - See Appendix 4 for further info.

3.7 Validation of MPRN and Supply Meter Point Details

SGN will validate the Supply Meter Point details provided by the UIP to ensure that the MPRN is valid, that there is sufficient premise address detail and that the details match any previous information provided by the UIP set up on SGN systems.

Whatever stage of the job this is at, if data is deemed to be invalid the UIP are required to take the necessary corrective action to enable the next stage of job progression to take place.

Appendix 1 MPRN Label B965

Below is an example of MPRN Label **B965**, for adhesion to **SGNB608**

Note - Not to scale

Appendix 1 MPRN Label B965

Appendix 2 Service Information Label (*SGNB608*)

SGN
WARNING – GAS AT PRESSURE

Maximum Operating Pressure
☐ LP 75mbar   ☐ MP 2bar   IP/HP >2bar ☐   bar (specify)

Service pipe energy value ☐ kW

Maximum Flow Rate	OS TOID No.
☐ m³/h	☐

Meter Point Reference Number (MPRN)
-New service: apply MPRN adhesive label
-Relay service: write allocated MPRN in boxes

☐☐☐☐☐☐☐☐☐☐☐

MPRN Label B965 attached here

Installation date ☐D☐D ☐M☐M ☐Y☐Y

If meter bank give flat No. ☐

Property no.
House	Plot	Unit
☐	☐	☐

Syphon fitted ☐ Yes ☐ No   Service governor ☐ Yes ☐ No   Excess flow valve ☐ Yes ☐ No

Diameter ☐ 16mm ☐ 20mm ☐ 25mm ☐ 32mm
More than one may be ticked ☐ 63mm ☐ >63mm ☐ mm specify

Material ☐ ST ☐ PE

Joint service ☐ Yes ☐ No House noys ☐☐   To No.☐ Primary meters

Service isolation valve ☐ Yes ☐ No

Lay method More than one may be ticked
Moled / open cut ☐   builders duct ☐   Inserted: ¾st ☐ 1"st ☐ 1¼st ☐ 1½st ☐ 2"st ☐ >2" ☐ Specify ☐   Tee replaced ☐ Live insert ☐

Disconnected service
☐ Service lateral valve   ☐ Service isolation valve   ☐ Full disconnection   ☐ House entry tee

sgn.co.uk

Note - Not to scale, both sides of label shown

Appendix 3 Overview of Responsibilities

Requirement	Interface / Organisation	How	When
Provide Service Information label (*SGNB608*)	SGN to UIP	As per agreed process	As required
Provide MPRN label (*B965*)	SGN to UIP	Via SGN's label supplier for labels	UIP will request labels directly from SGN
Provide information on the allocation of labels to the UIP	SGN label Supplier to SGN	Label Supplier to provide report on the information. i.e. volumes, number ranges etc.	Upon issue
Provide details required to request MPRN labels from SGN's label supplier.	SGN to UIP	Letter, fax, email etc.	Upon setting up UIP details with the SGN's label supplier.
Where necessary provide street / road name and street identification number. The details will be set up in SGN's systems. This is usually required for new developments.	SGN to UIP	With quotation acceptance / design approval	Upon receipt of confirmation from the UIP that the job is to proceed
Provide MPRN and other Supply Meter Point details when allocating an MPRN for one - off or infrastructure services. Where the street / road name has previously been provided by SGN the same description must be included when providing address information to SGN.	UIP to SGN	By electronic means or telephone	When allocating a MPRN for a new service
Provide details of allocated MPRN to service requestor.	UIP to requestor	As per own process	As required
Provide details of any changes in Supply Meter Point details information to the service requestor	UIP to requestor	As per own process	If changes occur at any point in the process: service planning stage, service commissioning etc.

Receive and validate information provided by the UIP.	SGN	Using SGN systems and processes	As required
Acknowledge receipt of Supply Meter Point, MPRN and Address details. Details of Supply Meter Point Creation, Date, time, User ID will be logged	SGN to UIP	By electronic means or telephone (*to be agreed*)	Upon receipt of details from the UIP
Provide details of incorrect or insufficient data and acknowledge receipt of invalid Supply Meter Point details.	SGN to UIP	By electronic means or telephone (*to be agreed*)	Upon receipt of details from the UIP
Nominate and confirm site as compliant with the Network Code	Shipper to SGN	Using existing industry interface files and in compliance with the Network Code	Once Supply Meter Point in Supply Point Register
Issue B965 MPRN label with job instruction where MPRN was allocated to a specific job.	UIP	As per own process	As per own process
Attach B965 MPRN label to the Service Information label (*SGNB608*) and attach to the ECV.	UIP	Using label tie for SGNB608 and self-adhesive MPRN label (*B965*)	Upon installation of the service
Provide details of any changes in information to the service requestor.	UIP to Requestor	As per own process	As per own process
Provide details of any changes in information to SGN. If address details change and the street /road name has been previously provided by SGN the original street / road description and the street identification number must be provided as well as the new details.	UIP to SGNGT	By electronic means or telephone (to be agreed)	As required
Receive and validate updated information provided by the UIP, also checking to see if Supply Point registration process has commenced.	SGNGT	Using SGN systems and processes	As required
Handle exceptions, the ability to clear exceptions and enable creation of Supply Meter Points	SGN	Using SGNGT systems and processes	As required

Submit pipe asset records including MPRN details. The records must include the street identification number if this has been previously provided by SGN.	UIP to SGN	Via existing methods	As per current process
Report pipe asset details that fail validation	SGN to UIP	Via existing methods	As per current process

Appendix 4 – MPRN Data Information table

Business Data Name	Description
Company Name	Name of UIP
Contact Name	Name of person contacting SGN on behalf of the UIP
Contact Number	Telephone number of the UIP
MPRN	Meter Point Reference Number
Premises Address	Address of premise which is receiving gas supply, to be populated on Service Information Label. Premises Address must be PAF, Post Office verified and match that of SGN submission approval paperwork
AQ	The Annual Quantity
Supply Type	Either Firm, Shipper Nominated Interruptible (SNI) or SGN Nominated Interruptible (TNI) as part of a MOD420 submission
TNI Interruptible days	Number of days which may result in an interrupted supply (This will only be required when the Supply type is TNI/MOD420)
Job type	Will be either for a service with no SGNM meter or a service and SGNM meter job
Meter Location	Location of where the meter is to be positioned (where known)
Shipper Name	Name of Shipper involved (where known)
District Reference	Reference number supplied by Shipper when requesting work

Appendix 5 Glossary of Terms

Supply Meter Point - Individual System Exit Point from which gas may be off-taken

Meter Point Reference Number - A unique number that identifies a Supply Meter Point

Network Code - A legal document, which forms the basis of arrangements between SGN and Shippers whose gas it transports.