

# ORCAS POWER AND LIGHT COOPERATIVE

## MEMBER SERVICE POLICY 6 SERVICE REQUIREMENTS

### 6.1 GENERAL REQUIREMENTS

As a guide for the applicant, OPALCO has prepared facility installation specifications, copies of which are available at any OPALCO office or by calling 360-376-3510. This document can be modified by OPALCO without notice, and is intended to reflect the intent of OPALCO's member service policies as interpreted and enforced by OPALCO.

Any remodeling of, or additions to existing facilities in which any portion of the electrical service conductors or serving meterbase are to be modified or relocated shall be required to meet the electric service requirements below.

#### 6.1.1 Electric Service Requirements

All electric services must have a single service disconnect that includes overcurrent protection located within two (2) feet of or be a part of the serving meterbase. The service disconnect and overcurrent protection must be rated to handle the short-circuit current capable of being delivered by the serving transformer.

#### 6.1.2 Determination of Point of Delivery

The point of delivery is that location determined by OPALCO where OPALCO terminates its high voltage equipment or conductors (primary) and connects with the member's low voltage equipment or conductors (secondary). For new services, the point of delivery shall be at the secondary lugs of the transformer serving the member. OPALCO may choose to extend its secondary lugs of the transformer beyond the limits of the transformer enclosure.

#### 6.1.3 Equipment for the Member to Provide

All equipment beyond the point of delivery shall be owned by the member, including but not limited to the secondary conductors, conduit, wiring, service equipment, enclosure, meterbase, disconnect switch, and associated equipment. All member owned electrical equipment shall be installed and conform to OPALCO's member service policies. It will be the responsibility of the member to maintain the installation on the member's side of the point of delivery.

#### 6.1.4 Installation and Access

Installation of all meterbases must be in accordance with all state and local codes, and OPALCO's Member Service Policy. All meterbase locations shall be approved by OPALCO Engineering prior to installation and must be located so that they are easily accessible by OPALCO staff with no obstructions within three feet in front of or to either side of the meter. OPALCO requires that the meterbase installation be inspected and approved by the state electrical inspector and that a state service approval label be in place prior to the meter being energized. All secondary trenches must be back-filled, and pedestal or uni-strut meterbase support must be set in the earth with at least 80 pounds of concrete prior to OPALCO setting a meter. OPALCO will not set any meter until all state and local codes, and OPALCO's member service policies have been met.

#### 6.1.5 OPALCO Connections

Neither the member nor the member's electrical contractor is allowed to perform any work on an OPALCO facility (e.g. pole, structure, transformer, or other equipment).

The member or the member's electrical contractor must provide a length of conductor for OPALCO's use in completing the member's connection to OPALCO's equipment. OPALCO will determine the length of conductor necessary and the location where the member or member's electrical contractor installation will terminate.

OPALCO will allow contractors to make OPALCO authorized connections to member side lugs inside the meterbase. All meterbase secondary conductor penetrations serving underground services shall enter the meterbase from the bottom.

#### 6.1.6 Landscaping

OPALCO facilities must remain visible and accessible at all time. OPALCO personnel are required to locate facilities during periods of bad weather and in the dark. Landscaping around OPALCO facilities which renders the facilities difficult to locate or access, or which decreases the life of facilities, shall be remedied in one of four ways:

- 6.1.6.1 Member shall modify landscaping to OPALCO's satisfaction within ninety (90) days.
- 6.1.6.2 Member shall pay all costs associated with the relocation of facilities. Reconnection of facilities will be treated under the application for new service.
- 6.1.6.3 Member shall agree, in writing, to pay all future costs incurred by OPALCO in maintaining and accessing the facilities. Member shall be required to pay full clean-up and facility replacement cost of any failed equipment. Member shall understand that the facilities may be disconnected at any time if OPALCO feels that there is a risk associated with the facilities.
- 6.1.6.4 OPALCO may disconnect and/or remove all above ground facilities which cannot be maintained or accessed safely.

OPALCO shall give the member ninety (90) days written notice of any corrective action required. If member does not complete any of the corrective remedies described above, OPALCO may apply Section 6.1.6.4 at any time after this ninety (90) day period.

## 6.2 LOCATION

Guidelines for normal installation procedures and clearances are outlined in OPALCO'S facility installation specifications. Alternate service locations requested by any member are subject to review and approval by OPALCO's engineering department prior to installation. Due to line loss issues, and under normal conditions, the member's meterbase must be located next to the serving transformer. Any variation from this requirement must be approved in writing by an OPALCO engineer prior to installation.

Electrical conductors leaving the member's meterbase are not protected by any device until they are connected to the member's service disconnect and overcurrent protection device. The service disconnect and overcurrent protection device does not protect OPALCO's distribution network or the member's secondary conductors from failure between the transformer and the member's service disconnect and overcurrent protection device. Because these secondary conductors are beyond the reasonable control of the cooperative, OPALCO attempts to fairly manage the risk of each meter installation by requiring that each meterbase's secondary

conductors be terminated into a single service disconnect and overcurrent protection device with an ampacity rating equal to or smaller than the size of the meterbase rating. The service disconnect and overcurrent protection device must be located within two (2) feet of or be a part of the meterbase.

Problems resulting in excessive line loss or voltage problems due to the member's installation are not the responsibility of OPALCO.

#### 6.2. 1 Rural Residential and Large Lot Subdivisions

6.2.1.1 The meterbase for rural residential and large lot subdivisions shall be located as close as possible to the point of power delivery (See 6.1.2, Determination of Point of Delivery).

#### 6.2.1.2 Electric Service Requirements

All electric services must have a single service disconnect that includes overcurrent protection located within two (2) feet of or is a part of the serving meterbase. The service disconnect and overcurrent protection must be rated to handle the short-circuit current capable of being delivered by the serving transformer.

#### 6.2.2 Small Lot Subdivisions and Multi-Occupant/Commercial Buildings

6.2.2.1 The member must arrange the wiring of a multi-occupant or commercial building so that the wiring for all stores or apartments will terminate at a common point designated by OPALCO. Multi-occupant or commercial building's electric service(s) must have a single service disconnect that includes overcurrent protection located within two (2) feet of or is a part of the serving meterbase. The service disconnect and overcurrent protection must be rated to handle the short-circuit current capable of being delivered by the serving transformer.

6.2.2.2 The meterbase for multi-occupant or commercial buildings shall be approved by OPALCO engineering and be located:

6.2.2.2.1 at the transformer; or

6.2.2.2.2 on the building if the distance from the transformer to the location of the meterbase(s) is no more than one hundred (100) feet, and the secondary conductor is sized such that the voltage drop of the conductor, calculated at 100% of service size, will not exceed 3% of rated voltage. A single main disconnect switch and overcurrent device is required for all service conductors leaving each serving meter.

In any case, the secondary conductors and apparatus shall be in accordance with Section 6.1

#### 6.2.3 Service to Mobile Home Courts/Manufactured Homes in Small Lot Subdivisions

6.2.3.1 In order for the occupants of mobile home courts to receive service, the mobile home court owner must furnish, install, and maintain an underground secondary voltage distribution system in accordance with applicable electric

codes and OPALCO's requirements as outlined in OPALCO's facility installation specifications. The mobile home court owner must pay a contribution-in-aid of construction to OPALCO for the provision of primary service in accordance with Member Service Policy 5. The primary voltage system will be owned and maintained by OPALCO after acceptance.

6.2.3.2. The meterbase for mobile home courts or manufactured homes in small lot subdivisions shall be located:

6.2.3.2.1 at the transformer, or

6.2.3.2.2 as specified by OPALCO's engineering department.

In any case, the secondary shall be in accordance with Section 6.1 of this member service policy.

### 6.3 CHANGES IN LOCATION OR SIZE OF SERVICE EQUIPMENT

OPALCO engineering department has sole jurisdiction over the location of all facilities which are maintained and read by OPALCO personnel. Any change in the location of a service connection, provided such change is approved by OPALCO, will be paid for by the member. Meterbases which have been installed, modified, or increased in size without OPALCO's pre-approval and authorization will not be connected to OPALCO power distribution network (see Member Service Policy 3.3, Additional Load).

### 6.4 TRANSFORMER RATED METER BASES

6.4.1 At no time does OPALCO allow an owner or contractor to tamper, modify, or otherwise enter into any OPALCO meterbase to add or modify a service connection. Termination of all secondary connections shall be terminated into a U.L. listed device specifically designed and rated to be installed in OPALCO approved meterbases.

6.4.2 OPALCO has sole jurisdiction over metering equipment location and meter equipment installation and connection requirements. Members or contractors found to have modified any meterbase installation shall be liable to OPALCO for damages. No meters shall be set by OPALCO personnel for contractors or members found to have modified OPALCO meterbase installations without OPALCO's knowledge and direction, until damages have been collected by OPALCO and corrective action has been completed.

6.4.3 OPALCO may meter all 400 amp and smaller single-phase or three-phase services without current or potential transformers. Current transformer ratios will be selected by OPALCO based on information provided by the member. OPALCO reserves the right to change current transformers to provide metering accuracy. At no time shall any meter base enclosures be used as electrical splice or junction boxes. See Member Service Policy 6.2 for further restrictions.

6.4.4 All meterbases to be used in applications containing current transformers shall have "test switches" to provide for shunting of all current transformers upon removal of the electric meter. All such meter bases shall be clearly labeled:

*CAUTION: Removal of Meter Does Not De-Energize Circuit*



Randy J. Cornelius, General Manager

Effective Date: January 18, 2007