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| Division of Power – Policies and Procedures Manual | |
| Standard Policies and Procedures | |
| Policy Number – AUB-04-03 | Revision Number: 5 |
| Subject Meter and Wiring Specifications | Effective Date: 07-01-2022 |
| | Superintendent Approval: |
| | General Manager Approval: |

1.0 PURPOSE

The purpose of this policy is to outline the meter and wiring specification policy for the Athens Utilities Board (AUB).

2.0 SCOPE

This policy applies to all existing and future power accounts serviced by AUB.

3.0 REFERENCES

- (1) Athens Utilities Board, Division of Power, Rules and Regulations and Extension Policies
- (2) National Electrical Safety Code of the National Board of Fire Underwriters as approved by the American Standards Association
- (3) State of Tennessee Department of Insurance and Banking
- (4) National Electrical Safety Code
- (5) TCA 65-35-101 through 107

4.0 GENERAL

Future connections to the Athens Power Distribution System are required to be coordinated through the local control authority for AUB. All policy requirements listed in *Section 6.0* are applicable to new electrical connections.

5.0 DEFINITIONS

AUB – means the Athens Utilities Board, and its duly authorized employees, agents, and representatives

Board – means the Chairman and all Commissioners but does not include any employees

Customer – Any person, business, or other entity that receives electrical service from Athens Utilities Board, Division of Power

Division – The Athens Utilities Board, Division of Power

Local Control Authority – Superintendent of Power or duly authorized representative

kWhr – Kilowatt-hour, the measurement by which the applicable power rate is purchased

Service Connection – Shall mean the point of connection between the customer’s termination point (weather head or meter center) where AUB makes the physical connection to his/her facilities.

6.0 POLICY/PROCEDURES

6.1 Meter Installation and Removal

All meters and metering equipment shall be owned and maintained by AUB. Only authorized employees of AUB shall be permitted to install, seal, unseal, adjust, connect, disconnect, remove, or relocate any

meter or metering device installed for the purpose of measuring electrical energy. The customer shall not permit any work to be done, or any device to be installed, which would in any manner effect the proper registration of any electric meter. Any unauthorized work done, or device installed, when discovered by AUB, shall constitute a violation of the service policies and procedures for the Division of Power and are subject to service termination by AUB. All persons are cautioned against tampering with the meter or its associated facilities. Individuals will be prosecuted to the full extent of codes TCA 65-35-101 through 107 if found guilty of tampering.

6.2 Self-Contained Meters

All services of 400 amps and less will normally be metered with self-contained meters. An approved meter center will be furnished and installed by the customer at a point designated by AUB. All maintenance, parts and repairs of the meter center shall be the customer's responsibility.

In the event the electrical requirements of the customer are increased above the rated capacity of self-contained metering equipment, the customer shall install a proper service entrance for CT type metering at no cost to AUB.

6.3 Instrument Transformer Meters

All services of more than 400 amps will normally be metered with CT type meters. AUB will furnish and install all facilities for CT type metering.

6.4 Meter Tests

AUB will, at its own expense, make such tests and inspections as may be required on its meters and metering equipment to ensure a high standard of accuracy. AUB will make additional tests or inspections of its meters requested by the customer. No adjustment will be made to the customer's bill, and a test charge will be paid by the customer if such tests indicate the meter registration is within two percent. In the event the test indicates the registration is in excess of two percent, an adjustment will be made to the customer's bill for the legal remedy allowed (three years) and the costs of making such tests shall be borne by AUB.

6.5 Separate Metering Facilities

Separate metering facilities shall be provided for each customer, type of service or service classification for each building, structure, or premise.

6.6 Wiring Standards

All equipment and facilities of the customer installed for the use or transmission of electrical energy shall comply with: 1) the requirements and specifications of the National Electrical Safety Code of the National Board of Fire Underwriters as approved by the American Standards Association; 2) the requirements of the State of Tennessee Department of Insurance and Banking; 3) municipal ordinances or regulations as they may apply; and 4) the requirements of AUB. In the event of conflict, the above-named authorities shall govern in the order named.

6.7 Protective Equipment

The customer shall be responsible for and shall provide protective equipment necessary to protect his/her own equipment. If three-phase equipment is connected, it is the customer's responsibility to protect against phase failure.

AUB will install protective equipment that, in its opinion, is required to protect only its own facilities.

6.8 Inspections

A certificate of approval shall be required for all new connections or reconnections to new, remodeled, reconstructed, rewired, or relocated buildings, services that have been disconnected for over 6 months, structures, trailers, mobile homes, or premises either permanent or temporary in nature not already approved for electric service before AUB will connect to the customer's wiring. Such certificate of approval shall be issued by an electrical inspector approved by the State of Tennessee Department of Insurance and Banking, or by an authorized municipal electrical inspector.

AUB reserves the right to decline service to any installation when AUB has reason to believe the wiring is hazardous or does not comply with the requirements listed in *Section 6.6*. In the event AUB declines to maintain or restore service, AUB will pay the inspection cost in those cases where such inspection reveals no hazardous or defective wiring and complies with the aforementioned authorities.

A certificate of approval or a written release issued by the inspector shall be required for any building, structure, or premise on which AUB has received a notice of condemnation before electric service may be provided.

In cases of emergency, electric service may be connected after an Emergency Service Order has been signed by an authorized person, assuming all responsibility and liability for any damages or injuries resulting directly or indirectly from the connection of AUB's facilities to such installation. The customer shall provide a certificate of approval or service shall be discontinued pending a receipt of certificate of approval at the offices of AUB.

6.9 Grounding

The grounding conductor shall meet NEC requirements. It shall extend in one continuous run from the grounding lug in the meter base to the grounding electrode. It shall be installed so the service entrance will provide protection against mechanical injury. There shall also be a ground conductor installed from the grounding terminal inside the meter center to the continuous ground conductor bonded with an approved bonding clamp. Where metallic conduit is used, the grounding conductor shall be outside the conduit and bonded to each joint of the conduit above the meter center and immediately below the meter center with approved bonding clamps.

The grounding electrode shall be a driven rod, and at least 18 inches from the foundation of the building, structure or service pole where practical and shall not be set at an angle which would cause the rod to be driven under the building or structure into dry soil. The grounding conductor shall not be "jumped" from the building, or structure, to the electrode but shall go down adjacent to the foundation to not less than 6 inches underground and then over to the electrode. All connections shall be made with approved clamps.

Requirements for grounding for temporary services shall be the same as those required for permanent service.

6.10 Interconnections

No interconnections of any type shall be permitted between the AUB electric system and any other source of electrical energy except through written consent of AUB.