

# Contractor Tap-On Process

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# Training Overview / Major Points:

- 1) Safety, this is number 1!
- 2) Application Process
  - (Form 311) Steps necessary for contractors to disconnect and reconnect simple service installations (contractor disconnect/reconnect) or CDR for Service Upgrades
    - Barrel Locks
    - “A-Base” or “A-frame” meters

Simple Service is defined as one, single phase, 120/240 volt (non-network, meaning not 120/208) 100 or 200 amp overhead residential service.

# Training Overview / Major Points: (Continued)

## 3) Application for Electrical Inspection

- Due to CHG&E within 5 Days after job is complete

## 4) Job Numbers (“J” Number)

## 5) Approved Connectors (Fargo Only) see handout

## 6) Marking Job # and Date on Meter Pan

# Training Overview / Major Points: (Continued)

7) Protecting CHG& E's Meters

8) Never Leave Work Area Unsafe

9) Performing Work to CHG&E's Specs

# Training Overview / Major Points: (Continued)

10) Participation in the CDR program is at the sole discretion of CHG&E. Failure to follow this procedure, CHG&E's Specifications, or submittal of Electrical Inspection will result in removal of your firm from the contractors list.

**\* Be Alert; Be Aware; Be Safe!**

# Contractor Tap-On Procedure

- This procedure has been written to outline the procedural installations (contractor tap-ons). Where the contractor tap-ons are defined as single meter, single phase 120/240 volt (not network 120/208 volt) 100 or 200 amp overhead services that are being upgraded.
- These services can be triplex or open wire construction. Each contractor will be responsible for following the National Electric Code and any local codes that may apply to the work being performed.

# Eligibility

- Each contractor who wishes to participate in this program must attend a Company sponsored Seminar.
- A list of those contractors who participated in this training will be maintained by each Service Supervisor.
- This list is not intended to supersede licensing requirements that may be in force in the municipality where the work is being performed.

# Application Process

1) Submit an application ( Form 311) for service upgrades prior to starting work. On the form, note that this is going to be a Contractor disconnect/reconnect type job.

- Notify new service desk at (845-452-2010), if there is a barrel lock on the existing meter or if this job involves an “A-Base” meter and note this on 311 form.



# Application Process

## (Continued)

- Commercial Representative will be dispatched to remove lock prior to scheduled work date
- New Business CSR will check that you are on the list and provide a J#
- Always protect our meters from Damage or loss

# Application Process

## (Continued)

- 2) Apply for electric inspection, & after permit is received, complete the work, Final inspection is due to Central Hudson within 5 Days after job is complete!
- 3) Tag new meter box with J# and twist old seal as a temporary closure or use tie wrap or wire and re-hang our seal.
- 4) Hang old A Base meter on new installation if applicable.

# Disconnect/Reconnect Procedure

- 1) First & Foremost-***SAFETY!!!!***
- 2) Ladders (See Handout)
- 3) Tools
- 4) Care & Handling of Conductors
- 5) Open Wire Neutral Location
- 6) Approved Connectors (See Handout)
- 7) Order of Disconnect/Reconnect
- 8) Removal of “A-Base” Meters
- 9) Weather head Safety & Drops

# Procedure Scenarios

## 1) Work in the Meter Pan

- Verify Main Breaker is off
- Disconnect conductors and neutral per procedure
- Remove meter sealing ring and complete work
- Reconnect per Central Hudson procedure

# Procedure Scenarios (Continued)

## 1) Work in Meter Pan (cont'd)

- Reseal meter and place J# on meter box

## 2) Installing New Meter Socket

- Verify main breaker is off
- Disconnect per Central Hudson procedure
- Complete new riser/pan work

# Procedure Scenarios

## (Continued)

### 2) Installing New Meter Socket (cont'd)

- Tap on New Service per Central Hudson Procedure
- If old meter cannot be transferred, install Central Hudson approved jumper, temporarily reseal, and put J# on meter pan
- After removing an old A Base meter, electrician will hang it on new service
- Commercial Representative will remove jumper, set new meter, and permanently seal it

# Procedure Scenarios (Continued)

## 3) Main Breaker Replacement

- Notify Central Hudson in advance of performing work or cutting seals
- Perform work by cutting taps
- There should be not need to cut the seal or remove the meter. No permit required.

# Final Thoughts

Any Contractor not following this Procedure will be subject to removal from the List of Contractors Authorized to Perform the CDR Procedure.

Insurance lapses will also be grounds for removal from this program



# Final Thoughts

(Continued)

***ALWAYS REMEMBER SAFETY!!***  
***“Never Leave a Work Area in an  
Unsafe Condition”***