



METERS

Shut-off and Removal

07-01-16
ER 13-260-B
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USE: Procedures for meter shut-off and removal.

PREVIOUS REVISION 10-01-15	ORIGINATED 03-94	PREVIOUS NUMBER ER 810, 02-01-74
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LATEST REVISION: Included metering instrument transformers in Shut-off and Removal of Metered Electrical services. General update.

SPECIFICATION:

1. GENERAL:

When a customer's metered electrical service is discontinued, the following procedures shall be used.

2. SHUT-OFF OF METERED ELECTRICAL SERVICE:

When a customer's metered electrical service is shut-off, the service shall be interrupted by opening the current carrying circuits. Disconnect boots on meter stabs shall only be used to interrupt service on meter size codes; 1A, 1M, 2A, 2B, 2M, 2N AND 2T. Disconnection meter plates shall be used to interrupt service on meter size codes; 2E, 2F, 3A, 3B, 3E, 3F, 3M and 3T. Electrical service cannot be shut-off inside a transformer-rated meter socket box.

The meter shall remain in place and the installation shall be made secure using seals or locks (if necessary). These meters are designated as "Locked Out".

The removal of metered electrical service procedures shall be used on abandoned services rather than the shut-off of metered electrical service procedure.

Should a shut-off metered service become inaccessible or lost on premises (LOP), Electric Metering Department may elect to condemn the metering equipment (including meter, CT's & VT's) in place using current meter condemnation procedures. Once metering equipment has been condemned and "taken off the books", this metering equipment cannot be returned to active stock or service. The metering equipment will be disposed of if it becomes accessible or is found. Condemned metering equipment SHALL NOT be used to bill customers.

3. REMOVAL OF METERED ELECTRICAL SERVICE:

"Locked Out" electric meters and any associated metering instrument transformers shall be removed from the customer's metered electrical service after remaining shut-off for twelve (12) months.

When possible; unmetered, energized electrical services shall be cut at the pole or removed, in cases of possible tampering and other safety concerns.

When removing an electric revenue meter from a metered service installation, the meter opening shall be covered and the installation left sealed or locked (if necessary). Removed electric metering equipment shall be returned to the local Electric Meter Shops. Additional processing of the metering equipment and associated records is required. This processing will include:

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- Changing the metering equipment's MAXIMO status from SET to REMOVED (using Ventyx)
- Render the customer's final bill in CIS
- If the metering equipment is reusable, Electric Metering will:
 - Zero meter register(s)
 - Test and refurbish the metering equipment
 - Change the metering equipment's MAXIMO status from REMOVED to READY
 - Return the metering equipment active (NEW) stock in MAPPS
- If the metering equipment is NOT usable, Electric Metering will:
 - Dispose the metering equipment
 - Change the metering equipment's MAXIMO status REMOVED to CONDEMNED