

CULLMAN ELECTRIC COOPERATIVE

OPERATIONS POLICIES

Subject: Cut Seal / Cut Service

Policy No.: 418

Responsibility: President/CEO

Page: 1 of 2

I. Objective

- A. To establish a uniform policy to protect our members and our facilities as well as to deter individuals from cutting cooperative seals or services without prior authorization and clearance to do so.
- B. **Definition – Electrician** – For the purposes of this policy, an electrician is defined as any individual performing electrical work on behalf of the member.

II. Policy

- A. No member of the cooperative or “electrician” working on the members behalf will be permitted to cut the meter base seal, remove the meter or cut the service wire belonging to the cooperative for any reason without prior approval and clearance from the appropriate cooperative personnel. Because the Cooperative’s “Arc Flash Hazard Analysis” requires that proper Personal Protective Equipment (PPE) be utilized when pulling meters, no exceptions will be made for any reason on energized meter bases. Cullman Electric personnel will be dispatched, at no cost to the member and in a reasonable amount of time, to cut the service loose and reconnect service when repairs have been completed during normal business hours. Requests made after hours or when no regularly scheduled crews are available will be subject to fees equal to a minimum of 2 hours charged at the current hourly rate for two men and a bucket truck plus any other costs incurred by the cooperative resulting from the request.
- B. In the event that the service is de-energized at the transformer by means of a visible open point and the cooperative receives a request from a qualified electrician to cut the seal, remove the meter and/or cut the service loose at the weatherhead to make repairs, approval and clearance may be granted by the dispatcher on duty at his or her discretion. The time of the request, person making the request, electrician license number, meter number and seal number will be recorded by the dispatcher in a “cut seal log” that will also indicate what time the work was completed so that the meter base can be re-sealed by cooperative personnel as quickly as possible.

- C. In the event that the member or the “electrician” working on the members behalf cuts a seal or service for any reason without receiving prior approval in “B” above, the member will be subject to a non-refundable cut seal fee as provided in the Schedule of Fees and Services.

III. Responsibility

- A. The President/CEO is responsible for delegating the responsibility for the enforcement of this procedure with periodic review by the President/CEO to insure continued compliance.

Approved: 
Robert Tidwell, Chairperson

Approval Date: August 19, 2014
Amended Date: March 10, 2016