Jamaica Public Service Company Limited

CHANGING LIVES WITH OUR ENERGY

TECHNICAL STANDARDS DEPARTMENT
693a Spanish Town Road
Kingston

Tel 933-0461-70, Fax 933-5610

ENGINEERING BULLETIN NO. TSD 007/3
METERING FACILITY POLICY

First Effective: September 8, 1995(Rewrite)
Revision No.1: November 2, 1995
Revision No.2: July 7, 2006
Revision No.3: April 11, 2008

JAMAICA PUBLIC SERVICE COMPANY LTD

TECHNICAL STANDARDS DEPARTMENT

ENGINEERING BULLETIN NO. TSD 007/3 METERING FACILITY POLICY		
EFFECTIVE DATE: **May 12, 2008**	**REVISED:** **April 11, 2008**	**SUPERSEDES:** **July 7, 2006**

TO: **ALL HOLDERS OF JPS ENGINEERING STANDARD ES-1300**

PURPOSE: **THIS BULLETIN OUTLINES A GENERAL METER INSTALLATION AND SECURITY POLICY THAT AIMS TO PREVENT TAMPERING, METER INACCESSIBILITY, PROBLEMATIC METER CONFIGURATION, REDUCED EXPOSURE TO LIABILITY, AND SAFER INSTALLATIONS.**

This bulletin was prepared in order to address the following:

1. GENERAL GUIDELINES

1.1. Greater ease in meter reading
1.2. Easy access for meter change and testing
1.3. Optimum visibility of metering facilities
1.4. Protection of metering facility from tampering
1.5. Improved installation safety

2. APPROVAL OF METERING FACILITY

2.1 All metering facilities shall be subject to the approval of JPS. JPS retains the right to refuse service or disconnect an existing service, where it is not satisfied that the facility meets the minimum acceptable standard for installation.

2.2 Metering facilities for townhouse complexes, commercial/industrial installations, apartments, plazas, subdivisions, and housing schemes requiring multiple stations, and all meter centres shall be accessible on a 24-hour basis to JPS personnel. All meters shall be clearly identified for emergency, safety and maintenance purposes. Designs for such facilities shall be submitted to JPS for approval **prior to construction**.

2.3 Approval request shall be accompanied by a drawing illustrating full details of supply up to, and including the metering facility. This drawing shall be duly notarized by a Registered Professional Electrical Engineer, Licenced to practice in Jamaica.

3. LOCATION AND STATE OF METER FACILITIES

3.1. The placement of meters shall be at the perimeter fence or at the property boundary, and shall be installed such that safe and reasonable access to meters is afforded to JPS personnel on a 24 hour basis. Meters shall be viewable and accessible without the need to enter locked premises.

3.2. The placement of meters in locations other than that specified in Section 3.1 shall only be allowed on the prior written permission of JPS, and under special, or extenuating circumstances.

3.3. All revenue meters for any building shall be installed at a common location and subject to the conditions stated in 3.1 above.

3.4 For supply points in excess of 30m from existing JPS distribution line, customers shall make provisions for extensions to provide for service within 30m. Such extensions shall be subject to the JPS Line Extension Policy and the conditions outlined in section 2 and 3 of this document.

3.5 Wooden poles shall be straight, treated hardwood, with a minimum height of 7.0m above ground. Poles shall be of nominal length of 9m with a minimum top diameter of 150 mm for round wooden pole, and 127 mm x 127 mm for square poles. Poles shall be planted to a minimum depth of 10% of their length plus 0.7m.

3.6 A projection out of the wall of at least 13 mm is required for embedded socket-type meters. In the case of existing installations where the meter socket is too deeply embedded, the applicant will be required to provide a 38 mm x 25 mm deep recess around the socket before re-certification.

3.7 All meter sockets, with removable covers, shall be constructed to permit sealing of the covers by JPS. JPS will not install its meters on sockets that do not meet this requirement.

4. NUMBER OF METERS ON A POLE

4.1. A maximum of three (3) revenue meters will be allowed on a wooden pole for overhead service.

4.2. There shall be a maximum of four (4) revenue meters on a concrete column.

4.3. Whenever meters are installed on pole there shall be separate conduits for the incoming main and the load line to the customer's premises.

5. IDENTIFICATION OF POTHEADS & METER SOCKETS

5.1. Potheads and Meter sockets must be clearly marked so that each pothead can be easily identified with its corresponding meter socket. In the case of condominium and apartments, the meter sockets must be clearly identified with apartment numbers. This identification must be permanent.

5.2. JPS reserves the right to terminate contracts where there is tampering or removal of identification marks. The Government Electrical Inspector (GEI) shall give no consideration for a new contract without re-certification.

6. METHOD OF IDENTIFICATION

6.1. A metal strip approximately 19 mm x 50 mm must be bonded around the conduit as near as possible to the pothead and a similar metal strip affixed to the meter socket with corresponding identification at the pothead.

7. MULTI-POTHEADS

7.1. A maximum of six (6) potheads will be allowed per group and there shall be a maximum of four (4) groups associated with each supply point. Groups should be no less than 300 mm apart.

7.2. Where there are more than thirteen (13) services, a meter centre or station shall be used. Meter centres shall have a maximum of fourteen meters per unit (fig. 1). The installations shall be individually certified by the Government Electrical Inspector. All un-served meter sockets shall be locked by JPS, and appropriately sealed. No service shall be provided to a facility where sockets are not lockable.

8. INDOOR CT METERING

8.1. Current Transformers (CTs) shall be installed in a separate chamber and they must be placed before the main switch (on line side). CTs shall be housed in suitable metal enclosures provided with doors capable of being locked. Specialized metering requirements for indoor 24kV services are outlined in JPS Spec#: PMC32006.

9. HEIGHT OF POTHEAD

9.1. Potheads for overhead connections shall be placed at a minimum height of 6m from grade, and shall be compliant with all electrical and mechanical clearances as outlined in JS21, JPS ES1300, NEC and NESC.

9.2. Provisions for service wire connections must have a minimum height of five metres (5m) above the ground.

10. CUSTOMER SERVICE MAIN

10.1. The main service cable supplying a customer, however mounted, shall be one continuous run without breaks, and no joint boxes shall be installed at any point between the pothead and the revenue meter.

11. GROUNDING OF SERVICE NEUTRAL

11.1. All service neutral conductors shall be grounded inside the meter socket, and tied to the main distribution board (breaker panel) neutral bar.

12. HEIGHT OF METER SOCKETS

12.1. The maximum height for the installation of meter sockets shall be 2m and the minimum height shall be 1.7 m above grade and single installations. For multi-meter installations, the minimum acceptable meter height shall be 450mm.

12.2. The minimum acceptable height for meter sockets that are installed in meter centres shall not be less than 450 mm above floor level.

12.3. Meters and meter-stations shall have an unimpeded front clearance of 1500mm.

13. SECURITY OF METERS

13.1. Whenever meters are placed in locked cages by the owners for improved security, the metered facility shall meet all requirements of this policy and JPS shall provide their own locks. The metering area shall be kept free of stored materials/garbage or other objects that poses an obstruction to the view or access to the meter or metering facilities. JPS personnel shall have unimpeded and unobstructed access to all metering facilities and equipment, to facilitate reading, replacement, maintenance, testing and investigation.

13.2. All apartment buildings shall have meter sockets arranged in groups at a common location.

13.3. It is the responsibility of the customer to satisfy JPS that metering facilities will be accessible to JPS personnel on a 24-hour basis.

14. MODIFICATIONS TO EXISTING INSTALLATIONS

14.1. Whenever modifications are done to a building infrastructure, or the electrical facilities, then such modification(s) shall meet the requirements of this policy. Approval for the modifications shall be obtained from JPS prior to the start of construction and the facility shall be re-certified by the Government Electrical Inspector (GEI).

15. DETECTION OF IRREGULARITY

15.1. Whenever any irregularity is discovered on an installation, the irregularity shall be reported to the Revenue Protection Department for immediate action. In the case of theft, tampering, or incorrect configuration, the customer shall be required to modify the installation to meet JPS policy. These modifications shall first be approved by JPS and certified by the Government Electrical Inspector before re-connection.

16. REQUIREMENTS FOR METER CENTRES

16.1. Whenever meter centres are used the front cover shall be of a non-removable type or provisions made for sealing the individual covers.

16.2. Whenever meters or meter centres are installed in a locked room, JPS shall be provided with copies of keys. The customer shall further provide a secured facility suitable for storage and easy access for these keys. Suitability shall be established by JPS at the time of application.

17. COMMENTS/CONCERNS

17.1. All comments and concerns on this Bulletin shall be addressed to the;

Engineering and Standards Department
Jamaica Public Service Co. Ltd.
693A Spanish Town Road
Kingston

REVISED BY: Norman Titus	**DATE**: April 11, 2008	
RECOMMENDED BY:	**APPROVED BY:**	**REFER TO:**
Denzil Dickenson Chief Engineer Engineering and Standards Date: ----------	Steve Dixon General Manager Engineering and Technology Date: ----------	1. All Island Electric Licence 2001 2. JPS Line Extension Policy 3. ES-1300 Engineering Standard for Distribution Lines 4. Engineering Bulletin – TSD M001. 5. Standard Terms and Conditions of Service