



Disconnect/Reconnect Form

Return FAX: 1-800-882-0322

Return Address:
National Grid – Bldg. C3
300 Erie Blvd., West
Syracuse, NY 13202
Attn: Contact Center – Disconnect/Reconnect

Account Number: _____

Customer Name: _____ Phone #: _____
Last First Work Phone # _____

Service Address: _____
Number Street Town/City Zip

Billing Address: _____
Number Street Town/City Zip

Electrician: _____ License #: _____ Phone # _____
Last First (if available) Cellular # _____

Address: _____ Fax# _____
Number Street Town/City Zip Pager # _____

I am requesting the following service:

Customer disconnects / Company reconnects – 12 business days notice required

Customer disconnects / reconnects / resets meter – 5 business days notice required

Note: For National Grid disconnect/reconnect, an ESO form should be completed instead of this form.

Scheduled Completion Date: _____

Upgraded service will be _____ Amp

Information about the existing service:

Triplex 1 phase, 120/240V Service size: _____ Amp Meter No. _____

Open Wire 1 phase, 120V (upgrades are not eligible for RDRO)

All of the following conditions exist and I assume the responsibility of a correct meter and service location and that the installation meets the requirements of National Grid ESB 750.

Overhead, residential service, 200A or less.

Same point of attachment.

Meter box to be located outside, accessible to meter reading and protected from physical damage.

Point of attachment is accessible from the ground with ladder and is able to withstand 500 lbs. pull.

Service drop maintains minimum clearances per the NEC and National Grid ESB 750 – available at

www.nationalgridus.com/electricspecifications

By signing this form, the owner and contractor (a) acknowledge they have read and understand the disconnect/reconnect customer instructions; (b) acknowledge that they are not relying upon National Grid with regard to the means, methods, practices, or any aspect of the work; (c) attest that the person performing the electrical work is NEC-qualified; and (d) agree to indemnify and hold National Grid harmless for any loss or injury to person or property arising out of the work of the owner, contractor, or their agents, employees or contractors.

The Owner and Electrician assume all risk resulting from performing their own disconnect/reconnect.

Electrician Signature: _____ Date: _____
(Required)

Owner Signature: _____ Date: _____
(Required)

Owner/Electrician shall not proceed with work until WR # confirmation is returned to them.

Check one: Request WR# mailed back to applicant Request WR# faxed back to applicant/fax #

Company Use Only: WR/CAD Order # _____ Date: _____

Disconnect/Reconnect Form – Customer/Electrician Instructions

The Owner and Electrician assume all risk resulting from performing their own disconnect/reconnect.

This policy does not permit the customer to have an un-metered service. The meter shall be re-installed in the new (or existing) meter socket prior to carrying load.

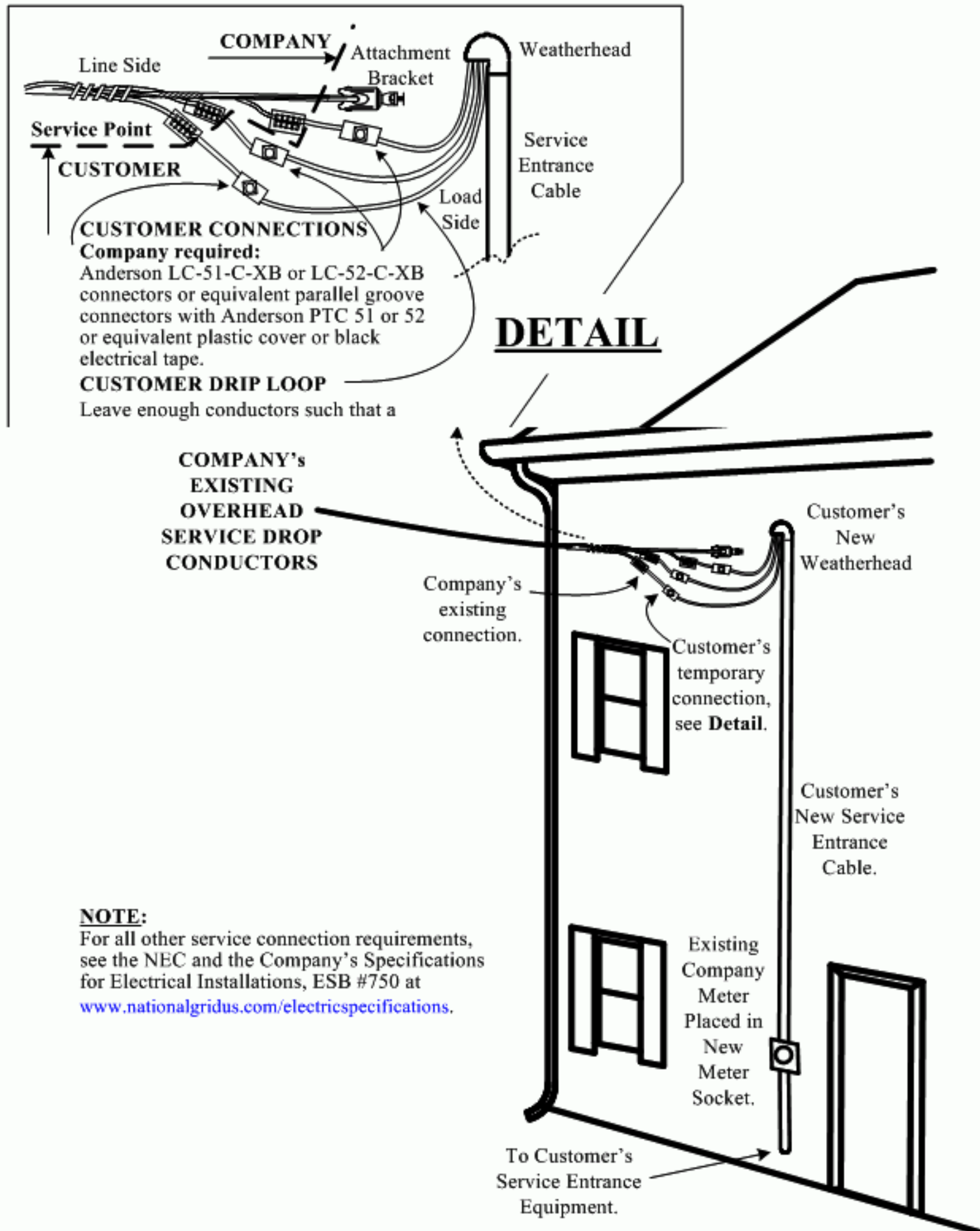
The customer or their contractor may not begin work without a returned signed copy of the Disconnect/Reconnect form from the Company. It is the expectation of the Company that work will be completed within two weeks of the application date.

Homeowners and others have the right to work on electrical equipment in those jurisdictions where electrician licenses are not required. In doing so, they assume personal responsibility for their knowledge, ability and safety. Persons performing residential electrical work under this policy shall be required to attest in writing they are NEC-qualified. The term NEC-qualified person(s) shall be used in all documents relating to this policy and understood to mean **qualified person(s)** as defined in the current edition of the NEC as – “One who has skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training on the hazards involved”.

Procedure:

1. Fill out the Disconnect/Reconnect form completely and return it to the address or FAX number on the form. Note - incomplete forms shall be returned to the customer.
2. Wait for the Company to return the Disconnect/Reconnect form with a work order number. The returned form constitutes written permission from the Company to temporarily remove the meter to modify the service entrance.
3. When ready to commence their work, the NEC-qualified person will cut the service entrance conductors on the customer's side of the service connection. See attached Figure 1.
4. The seal on the meter can then be broken, and the meter removed and secured.
5. Once the service is de-energized, work may begin on the customer-owned premises wiring and equipment.
6. Sufficient length shall be left on the individual service entrance conductors to allow them to reach the existing service connection and create a sufficient drip loop according to ESB 750.
7. Upon completion of their other work, the person shall make temporary connections to the remaining piece of each service conductor utilizing Anderson LC-51-C-XB or LC-52-C-XB connectors or equivalent parallel groove connector, insulated with Anderson PTC 51 or 52 or equivalent plastic cover or black electrical tape.
8. Following the electrical inspection, the person shall install the meter in the new channel and secure it with a nylon wire tie. See attached Figure 1.
9. Once the inspection is called into the National Grid VRU system, National Grid shall make the permanent connections to the new service entrance conductors. The connectors shall be left at the work site for retrieval by the owner or their contractor.

Disconnect/Reconnect Form – Customer/Electrician Instructions (cont.)



NOTE:
For all other service connection requirements, see the NEC and the Company's Specifications for Electrical Installations, ESB #750 at www.nationalgridus.com/electricspecifications.