



## SERVICE POLICY

Effective April 1, 2018

This Policy provides information on the Idaho Falls Power (IFP) procedures for new and existing services and what will be required of a Customer desiring electric service. This Policy is based in part on current Idaho Falls City Code. It is to be used only as a guide and shall not be considered to be complete with respect to all possible service configurations or special or extenuating circumstances. Questions pertaining to this Policy should be directed to the Engineering Manager, or the Distribution Superintendent at (208) 612-8430. **Any deviations from this Policy must receive prior IFP approval.**

### Changes new to this edition:

1. Primary and secondary conduit locations in the block out of a single phase pad mount transformer base have changed. (Sheet 2, Single Phase Transformer Base (Ground Sleeve)).
2. Residential service upgrades must comport to City Code 10-3-5(Z)(8). (See section 1.D).

Definitions used in this Policy:

**CHARGING STATION:** IFP-supplied equipment that is leased to a customer for the purpose of charging electrically powered vehicles.

**CITY:** City of Idaho Falls, Idaho.

**CONTRACTOR:** Any person or entity who is doing work that will require electric service or other interaction from IFP. Contractor is a general term that can apply to one (1) or more property developer, owner, owners' agent, or other entity performing work at location.

**CUSTOMER:** The person(s) who will be the owner(s) of the property where the service is provided and who shall be responsible for the ongoing costs of maintenance and service.

**CUSTOMER-GENERATOR:** A customer with a small generation facility (solar, wind, etc.) who has a net-metering agreement with IFP.

**GENERATION EQUIPMENT:** Equipment (solar panels, small wind, gas-generators, etc.) used in the generation of electricity.

**IFP:** The City of Idaho Falls, Idaho, dba Idaho Falls Power.

**MASTER-METERED:** One (1) meter that measures the electrical service for more than one (1) living unit or commercial interest.

**NET ENERGY:** The difference between the electricity consumed by the Customer-Generator and the electricity produced by the Customer-Generator's Generation equipment and facility.

**NET-METERING:** A system in which a small generation facility, (e.g., renewable energy generators), are connected to the power grid and surplus power is transferred onto the grid, allowing customers to offset the cost of power drawn from IFP.

**SELF-CONTAINED METER:** A non-instrumented single-phase meter under four hundred (400) amps or a three- (3) phase meter under two hundred (200) amps.

## 1. GENERAL SERVICE REQUESTS

SERVICE FEES: CONSISTENT WITH IDAHO FALLS CITY CODE, ALL FEES OR COSTS, APPLICABLE TO LINE EXTENSIONS FOR RESIDENTIAL OR COMMERCIAL INDIVIDUAL CUSTOMERS OR DEVELOPMENTS SHALL BE PAID IN ADVANCE OF ANY INSTALLATION OF ELECTRICAL INFRASTRUCTURE. APPLICABLE FEES ARE PUBLISHED IN THE FEE SCHEDULE ESTABLISHED BY CITY COUNCIL RESOLUTION.

A Customer desiring new electric service from IFP must first secure a building permit from the City Building Department. For all three-phase projects, it is required that the Customer coordinate service plans directly with IFP prior to seeking a building permit. The Customer shall provide information necessary for IFP to provide electrical service, including but not necessarily limited to: preferred service location (overhead or underground service), single-phase or three-phase service, total connected load, electric heat and air conditioning load, required voltage, and the number and size of motors with ratings greater than ten (10) horsepower.

Every commercial and industrial Customer shall provide the following information to IFP: a plot plan indicating the preferred service entrance location; proposed transformer location (final determination will be made by IFP); a completed transformer sizing sheet (attached to review sheet or by pdf from IFP design); and all electrical requirements including number of phases, voltage, connected single-phase and three-phase loads. IFP's required easements for the electric lines must be included on this plot plan. In general, easements for electric service shall be twelve feet (12') in width. New utility easements less than twelve feet (12') in width require prior approval from IFP design staff. It is the Customer's responsibility to have IFP's designated easements surveyed and dedicated to the City. IFP will also indicate the preferred transformer location. No service work, cable pulls, or connects will be made unless the site address is posted in a conspicuous place.

The Customer is solely responsible for the selection, installation, and maintenance of all electrical equipment and wiring, on the load side of the point of delivery (other than IFP's meters and apparatus). The Customer shall be responsible to provide adequate protective measures for all electric motor installations.

The Customer shall be responsible to install and maintain surge suppressors, auxiliary power units or other protective devices for the protection of computers, computer software and programming, televisions, or other equipment sensitive to voltage spikes, surges, sags, transients, noise interruptions or outages.

The Customer shall install and maintain all suitable protective devices and equipment to protect the Customer, life and/or property, from harm or injury from electric current because IFP shall assume no duty to warn or to otherwise assist the Customer in the selection of or use of electrical appliances, tools, equipment, or facilities.

Whenever a Customer's equipment has characteristics which causes interference (e.g., harmonics, transients, waveform distortions, fluctuations, etc.) with IFP's service to other Customers, the Customer causing the interference shall make changes in such equipment or provide, at Customer's expense, additional equipment to eliminate the interference. Power quality of the Customer shall meet the IEEE 519 standard, ANSI C84.1 standard, and City Code 8-5-26.

## A. COMMERCIAL SERVICE REQUIREMENTS

### 1. Commercial Underground Service

The Customer shall do the following to prepare for service:

- a. Determine location of loads, approximate size of loads and possible future load needs. All three-phase underground installations shall be served with Y connected secondary only (i.e. 120/208 or 277/480).
- b. Utilize previously recorded public utility easements or provide easements to IFP for underground power cable, as indicated on the marked-up plot plan described above. If the indicated easement locations present problems, the Contractor is responsible to obtain permission for a different routing from IFP.
- c. IFP requires all IFP-owned conductor to be in conduit. The Customer shall provide and install all conduits as required from the IFP identified interconnection location through new or existing easements to the Customer's transformer pad as set out in Section 2.A.1 of this Policy. In the event it is necessary for IFP to loop feed through the Customer's property, the Customer may be required to open an additional trench to place conduit from the transformer to an exit point from the Customer's property. The Customer may also be required to provide easements for the trench. All PVC electric conduits shall be PVC Schedule 40. All elbows shall be PVC Schedule 40 large radius sweep (36") or as otherwise specified by IFP. No conduit run shall have more than 360 degrees of bends. Maximum lengths of conduit runs shall be determined by IFP.
- d. Transformers, high voltage sectionalizing cabinets, and secondary pedestals.

#### Single-Phase Transformers

Transformer ground sleeves shall be provided by IFP, but shall be picked up at the IFP warehouse and installed by the Contractor in conformance with Attachment 2 of this Policy. The ground sleeve location shall be compacted to a minimum of ninety-five percent (95%) of maximum density prior to placement. The top of the transformer pad shall be installed a minimum of six inches (6") above final grade. A minimum ten foot (10') clear area is required in front of the transformer and a minimum of two foot (2') clearance is required on the other three (3) sides of the transformer. The transformer location will be determined by IFP.

#### Three-Phase Transformers

The Customer shall construct a concrete transformer pad per current IFP specifications in the location indicated on the marked-up plot plan. A minimum ten foot (10') clear area is required in front of the transformer pad and a minimum

of two foot (2') clearance is required on the other three (3) sides of the pad. The final transformer location will be determined by IFP. IFP must be contacted for inspection of transformer form prior to the pad being poured. Pad design shall conform to Attachment 1, 1A, and 1B of this Policy. The pad location shall be compacted to a minimum of ninety-five percent (95%) of maximum density prior to concrete placement. A transformer will not be installed on the pad until it has cured a minimum of seven (7) days. No more than eight (8) conduits on the secondary side of a transformer shall be installed. When the temperature is 40 degrees or lower the pad shall be covered with an insulated tarp.

#### High Voltage Sectionalizing Cabinet Ground Sleeves and Secondary Pedestals

High voltage sectionalizing cabinet ground sleeves and secondary pedestals shall be provided by IFP, but shall be picked up at the IFP warehouse and installed by the Contractor in conformance with Attachment 3 of this Policy. The top of the sectionalizing ground sleeve shall be installed a minimum of six inches (6") above final grade. A minimum ten foot (10') clear area is required in front of the high voltage switch cabinet and a minimum of two foot (2)' clearance is required on the other three (3) sides. The location of the ground sleeves and secondary pedestals will be determined by IFP.

#### e. Trench and Conduit

Please contact the applicable IFP Design staff as noted on the approval drawings or through the main IFP engineering office at (208) 612-8430 prior to starting any trench and conduit work.

- i. The trench for primary conductor shall have a minimum depth of forty-eight inches (48") and maximum depth of sixty inches (60") below final grade. Minimum trench width shall be twenty-four inches (24"), unless otherwise noted. Before final backfill, IFP shall be notified when the conduit is in place. IFP will inspect all conduit installations before backfilling for proper depth and installation. Failure to obtain an inspection prior to backfill may result in the re-excavation of the trench.

IFP will specify the conduit size. Contact applicable IFP staff upon completion of pulling a mandrel through the conduit to ensure the conduit is free from obstructions. Any additional or future costs due to broken, damaged, obstructed or poorly assembled conduits will be paid by the Customer.

- ii. Minimum primary conduit depth can be reduced to eighteen inches (18") of cover below final grade through basalt or other rock upon prior approval of IFP. Rigid galvanized steel (RGS) conduit shall be provided and installed by the Contractor where trench depth is less than forty-eight inches (48"). IFP will specify the conduit size.

IFP will provide the pole and all primary conductors, if crossing existing streets with overhead primary conductor to a pole located near the new service location. The Contractor shall provide and install the first

length (i.e. ten feet (10') of RGS conduit) up the pole above the contractor supplied RGS elbow. All elbows at the base of the pole shall be a large radius three foot (3') RGS steel. All conduits installed on IFP poles will be on approximately eight inch (8") standoffs. If an underground road crossing is made, the Contractor will provide all conduit and will bore conduit beneath the roadway or provide a trench in which to install conduit. The use of high density polyethylene (HDPE) continuous conduit shall be used at select road crossing locations with prior approval from IFP. Conduit shall be Perma-Guard/UL and fittings shall be Arnco Shur-Lock II or an approved equal approved by IFP. IFP will inspect all conduit installations before backfilling for proper depth and installation. Trenches across existing roadways must also be approved by the City Public Works Department.

- iii. A minimum of six inches (6") of sand bedding is required above and below the conduit. An IFP staff may determine that the native soil is suitable for bedding material. Additionally, bury/caution tape shall be buried two feet (2') above the top of conduit. IFP will inspect all conduit installations before backfilling for proper depth and installation. Prior to cable installation, trenches must be backfilled and transformer and sectionalizing cabinet ground sleeves as well as secondary pedestals must be in place.
  - iv. In all cases the Contractor shall be responsible for backfill and compaction of cable trenches and repair of street crossings. Per city standards, all electrical trenches shall be compacted to a minimum of ninety-five percent (95%) of maximum density to prevent settlement. Failure to properly repair the street wherein defects (e.g. settlement) appear within one (1) year will result in the City billing the responsible party for all costs incurred by the City to fix the roadway.
  - v. A minimum of one foot (1') clearance shall be maintained between primary high voltage cable and all other utilities and service voltage cables, except at crossings (where a separation should exist to allow future repairs of either utility approximately two inches (2") minimum).
  - vi. All conduit, including bell ends, shall be supplied and installed by the Contractor. Bell ends shall be installed at transformers, secondary pedestals, switch cabinets, and light pole locations. Attachment 10 of this Policy contains installation guidelines. Conduits must be capped and labeled to identify routing.
- f. The Customer provides, installs and retains ownership of all commercial secondary service conductors and conduits from building (or load) to transformer (or source). When service can be met from an existing power pole, the Contractor shall install all secondary cable to the pole and shall provide sufficient secondary cable to reach from the pole top connection point to the Customer's meter base or other point of connection. The Customer shall provide and install the first length (i.e. ten feet (10') RGS conduit up the pole

above the contractor supplied RGS elbow. All conduits installed on IFP poles will be on approximately eight inches (8") standoffs. Since the secondary trench and cable are the Customer's responsibility, no easements will be required by IFP. All future maintenance, locating, and repair of secondary shall be the Customer's responsibility.

- g. Contractor shall provide and install necessary meter bases, current transformer (CT) boxes, and install IFP provided CTs in CT boxes. Commercial metering requirements are contained in Section 2 of this Policy, with additional commercial metering requirements in Section 2.H. of this Policy.

Following such installations, IFP will install meter, meter wiring, etc.; place a transformer on the concrete pad; pull primary cable through Contractor installed conduit; and connect primary cables to the primary terminals of the pad-mounted transformer. IFP makes up secondary connections in the transformer and provides connectors for standard cable up to and including five hundred (500) kcm. If greater than five hundred (500) kcm cable is to be used, the Contractor provides connectors and/or other special facilities. Finally, IFP connects the primary cable to its power system at the designated tap point after all requirements are met.

## 2. Commercial Overhead Service

The Customer shall do the following to prepare for service:

- a. Determine location of service entrance, approximate size of loads, and an estimate of future electric loads.
- b. Provide a meter base, standard power riser, weather head, and/or suitably anchored attachment point to allow connection to IFP's designated service tap point. Install IFP provided CTs.
- c. Provide necessary easements to connect the Customer to IFP's designated interconnection point. Easements are required for primary conductor only, except in rare cases where an easement for overhead secondary conductor may be necessary (because it crosses property boundaries).

IFP will then provide metering equipment and aerial overhead conductor. Note that no Customer owned equipment will be permitted on IFP's poles.

## B. RESIDENTIAL SERVICE REQUIREMENTS

### 1. Single Family Underground Service Requirements

- a. New underground residential electric systems shall be installed in front lot locations and shall be determined by IFP.
- b. Primary Conduit.  
Primary conduit and trench requirements for single family underground service are the same as the requirements for commercial service. Please refer to Section

1.A.1.e for all primary conduit and trench requirements. At times, a primary extension may be required, in which case the Contractor will open and close a forty-eight inch (48") deep trench below final grade and install conduit. Minimum trench width shall be twenty-four inches (24"), unless otherwise noted. In general, easements for electric service shall be a minimum twelve feet (12') in width. It is the Contractor's responsibility to have the designated easements surveyed and dedicated to the IFP. IFP will also indicate the preferred transformer and service pedestal locations. A horizontal and/or vertical separation is required between electrical facilities and/or other utilities.

Exception: On residential extensions, IFP will provide transformer ground sleeves and secondary pedestals. Following IFP providing the ground sleeve and pedestal, and before transformer or service pedestal is installed, the Contractor shall install one ten foot (10') length of two and one-half inches (2½") schedule 40 PVC secondary conduit with three feet (3') sweep and schedule 40 PVC riser, if required from each transformer and/or pedestal on approximately a 45° degree angle into each lot to be served with electrical service.

c. Secondary Conduit.

In residential underground areas, the Contractor is required to open and close a thirty inch (30") deep trench, and install two and one-half inches (2½") schedule 40 PVC conduit to the meter base thirty-six (36") PVC radius elbows shall be used from IFP's designated pad-mounted transformer or service pedestal to the service point. At the building foundations, an appropriate smaller radius elbow as approved by IFP may be required to maintain conduit cover. Minimum conduit depth can be reduced to eighteen inches (18") below final grade through rock upon approval of IFP, but RGS conduit must be provided and installed by the Contractor or Customer where trench depth is less than thirty inches (30"). IFP will specify the conduit size. Conduit will have a maximum of 360° degree of bends per run. Conduit shall only be bent with approved methods (i.e., blanket warmer or rigid conduit bender, no torches). Where the service is fed from an overhead transformer, the Contractor or Customer will install conduit to the pole where the transformer is mounted. The Contractor or Customer will install a two and one-half inch (2 ½") rigid galvanized, three- (3') foot radius elbow and one (1) ten (10') foot length of two and one-half inch (2 ½") rigid galvanized steel conduit up the pole. The Contractor or Customer will provide enough conductor to make connection to the transformer and coil it at the top of the end of the riser. Schedule 40 PVC is acceptable only if mounted within the framed wall. If surface mounted on the house, the riser to the meter base and adjacent elbow shall be RGS. IFP will inspect all conduit installations before backfilling for proper depth and installation. Meter base shall be framed and braced before the power cable will be pulled into the base. After IFP inspects conduit, an authorization for backfill sticker will be placed on conduit or meter base. All trenches will be compacted to a minimum of ninety-five percent (95%) of maximum density to prevent settlement. It shall be the homeowner's responsibility to maintain integrity of secondary conduit at their expense.



- d. **Service Entrance and Meter Base:**  
The meter shall be located within five feet (5') of the nearest front corner of the house to the existing transformer or pedestal. Conduit is to have a maximum of 360° degree of bends. Service shall conform with Attachment 4 of this Policy. Meter location requirements herein are to be used only as a guide and shall not be considered complete with respect to all possible service configurations or special extenuating circumstances. Any deviation of meter placement must have prior, written approval from IFP. The centerline of the meter should be five feet six inches (5'6") above the finished grade or walkway. If structural details prevent this, the centerline height shall be not less than five feet (5') or more than six feet (6').
- e. **Primary:**  
Primary conduit and trench requirements are the same as for commercial service. At times, a primary extension may be required, in which case the Contractor will open and close a forty-eight inches (48") deep trench below final grade and install conduit. Minimum trench width shall be twenty-four inches (24") unless otherwise noted. In general, easements for electric service shall be a minimum twelve feet (12') in width. It is the Contractor's responsibility to have the designated easements surveyed and dedicated to the City. IFP will also indicate the preferred transformer and service pedestal locations. A horizontal and/or vertical separation is required between electrical facilities and/or other utilities.
- Exception: On residential extensions, IFP will provide transformer ground sleeves and secondary pedestals. The Contractor shall install one ten foot (10') length of two and one-half inches (2½") schedule 40 PVC secondary conduit with three feet (3') sweep and schedule 40 PVC riser if required from each transformer and/or pedestal on approximately a 45° degree angle into each lot to be served with electrical service.
- f. **Power Cables:**  
IFP will provide and install the necessary primary cable. IFP will provide and install the necessary secondary cable for services up to three hundred (300) amps. The cables will be installed in the Contractor provided conduit to connect the Contractors' service point to the City's pad-mounted transformer or pedestal. The Contractor is required to establish a final grade compacted to a minimum of ninety-five percent (95%) of maximum density at each transformer and service pedestal on location large enough for placement of IFP's transformer pad and/or pedestal. See Attachments 2 and 3 of this Policy. The Contractor should coordinate work with IFP. The Contractor's service entrance equipment must be in place and approved by the electrical inspector before final hookup. Installed conduit shall be inspected by IFP to ensure proper conduit depth and installation. Cable will not be installed until the trench has been backfilled.
- g. **High Voltage Transformers and Sectionalizing Cabinets:**

The high voltage equipment shall not be enclosed in any manner which will restrict the dissipation of heat. A ten foot (10') minimum clearance and access must be maintained in front of the cabinet door. A two foot (2') clearance should be maintained on all other sides of the equipment. Fences or landscaping installed within this clearance will be removed at the Customer's expense should servicing be required. See Attachments 2 and 3 of this Policy.

## 2. Single Family Overhead Service Requirements

- a. The same procedures and requirements set out in Section 2.A.2, Commercial Overhead Service, are applicable to new overhead service for residential structures.
- b. Additionally, overhead service wire length has a maximum length of one hundred twenty-five feet (125').

## 3. Multifamily Underground Service Requirements

- a. Conduits used to service the building will be determined by IFP. The same procedures and requirements in Section 1.B.1, Single Family Underground Service, are applicable to multifamily units, condos, and apartments. Secondary conductor(s) will be terminated at one (1) point Customer's premises (i.e. main breaker, disconnect or similar tap point). IFP's conductor(s) shall not be used as a bus in gutters, etc.
- b. The same procedures and requirements set out in Section 1.A.1, Commercial Underground Service, are applicable to all new three-phase residential loads.

## 4. Multifamily Overhead Service Requirements

- a. The same procedures and requirements set out in 1.A.2, Commercial Overhead Service, are applicable to multifamily units, condos, and apartments.

## C. CONSTRUCTION AND TEMPORARY SERVICE

IFP will charge a fee for the installation and removal of power for a temporary facility to existing infrastructure (e.g., within thirty feet (30') of underground or one hundred twenty-five feet (125') from overhead tap point). This fee will be established by Resolution of the City Council and shall be paid at the City Building Department at the time of building permit application. Due to varied field conditions, the Contractor or Customer will need to coordinate a site visit with IFP staff at (208)612-8430 to determine installation requirements. If providing the service requires pole installation or transformer placement, an additional one-time fee shall be paid to IFP prior to the installation of the temporary service. Temporary Service request forms with current associated fees are available at the Building Department.

Examples of temporary facilities include a construction trailer or Christmas tree lot, which would require a line extension and/or transformer. Temporary power service shall be limited to three (3)

months post completion for construction projects or to one (1) year of continuous service for non-construction services.

The Contractor or Customer must provide service pole and meter base, and have it approved by the City's electrical inspector. The service pole cannot be more than one hundred twenty-five feet (125') from the designated IFP interconnection point. The service pole shall be tall enough to allow for appropriate traffic clearance and be strong enough to support the service conductors.

#### D. REQUESTING CHANGES TO EXISTING SERVICES

Any Customer may request a change to an existing service, including upgrades, expansion, extension or relocation. Customers requesting change in existing service shall pay labor and materials costs associated with the service change. All payments will be made in advance of the change in service. Residential service upgrades must comport to City Code 10-3-5(Z)(8) for zoning. Primarily, the use of utilities shall not be beyond that reasonably used for residential services, e.g. cryptocurrency mining would not be considered a residential use.

The Contractor or Customer shall be responsible for costs incurred by IFP for the repair of any of its facilities damaged by the Contractor or Customer or a third party working on behalf of the Contractor or Customer. IFP will provide information and services in advance of maintenance or construction activities (such as dropping and reconnecting overhead service lines for tree trimming) at no charge, if scheduled during regular business hours.

#### E. ILLUMINATION: PUBLIC RIGHTS-OF-WAY

It shall be the Customer or Contractor's responsibility to provide illumination (street lights) along or within the public rights-of-way contained within a new development. All new light pole foundations and lighting conduits shall be constructed by the Contractor in accordance with current City of Idaho Falls standard drawings and specifications. IFP will furnish to the Contractor a bolt hole template, anchor bolts, nuts, washers, grounding butt plate, and ground wire needed for the installation of the light poles. IFP will install poles and luminaires with the cost of materials paid by the Contractor prior to installation.

#### F. REQUIRED CONDUCTOR CLEARANCES

Attachments 11 and 12 of this Policy establish required clearances of overhead power lines to driveways, parking lots, alleys, areas of farm and construction equipment, pedestrian traffic, vehicular traffic, railroads, and water ways. Contact IFP for permits, inspections, authorizations, and clearances not addressed in this Policy.

## 2. GENERAL METERING REQUIREMENTS

These general metering requirements cover only the common meter installations. Infrequent or special applications which usually require the approval of IFP, are not included in these metering requirements. Wiring diagrams and other meter information may be obtained from the IFP Metering Department. All meters installed by IFP are owned by IFP and all maintenance of the meters shall be completed by IFP.

#### A. LOCATION OF METERS

The following requirements apply to the location of meters:

1. Protection from ice, snow, rain or other damage shall be provided by the Customer for metering equipment, when location so demands. A meter shall not be located where it will be subjected to shock, vibration, or other damage. The Customer shall be responsible for the cost of repair for damage to the metering equipment due to lack of protection.
2. Meters shall be installed at an outside location which will be readily accessible at all times for reading, inspecting and testing. The meter shall not be contained inside a cabinet or utility closet. Residential meters shall be front yard accessible unless prior approval for another location from IFP is obtained.
3. Meters shall be installed only in sockets which are plumb in all directions and securely fastened to the structure.
4. The centerline of the meter should be five foot, six inches (5'6") above the finished grade or walkway. If structural details prevent this, the center line height shall be not less than five feet (5') or more than six feet (6') in height. See Attachment 5 of this Policy.
5. In multiple meter installations such as apartment buildings or shopping centers, meters may be mounted in horizontal rows. The maximum allowable height from ground or walkway to the center line of the meter shall be six foot, six inches (6'6"). The minimum allowable height shall be two feet (2').
6. In apartment or multiple-use buildings, meters shall not be installed above the first-story level or in the basement.
7. Sufficient access and working space shall be provided around all metering equipment to permit ready and safe operation, maintenance and testing of such equipment, with a minimum of three feet (3') front working space, minimum of 6 feet, 6 inches (6'6") head room and a minimum of three feet (3') wide plus permitting 180° degree opening of equipment doors or hinged panels.
8. Meters shall NOT be mounted on IFP owned poles or pad mount transformers.

**B. DETERMINING SELF-CONTAINED OR CT METERING**

If a Customer is CT metered, the metering shall be only for one (1) building under residential or commercial rate. For Single Phase, 120/240 Volt service, use Table 1 to determine if the service should be metered with a self-contained or CT meter. For Polyphase, use Table 2 to determine if the service should be metered with a self-contained or CT meter. The selection should be based on the actual connected kW.

**TABLE 1 SELF-CONTAINED VERSUS CT METERING**

| SINGLE-PHASE – 120/240 VOLT |                |
|-----------------------------|----------------|
| MAIN SWITCH AMPACITY        | METER TYPE     |
| 0 TO 400 AMPS               | SELF-CONTAINED |

**TABLE 2 SELF-CONTAINED VERSUS CT METERING**

| POLYPHASE   |   |  |
|---|---|--|
| METER VOLTAGE   | SELF-CONTAINED<br>METER<br>MAXIMUM LOAD                                 | CT METER<br>MINIMUM LOAD   |
| 120/208 V – SINGLE<br>PHASE<br><br>120/240 V<br>120/208 V<br>240/480 V<br>277/480 V | 200 AMPERES<br>200 AMPERES<br>200 AMPERES<br>200 AMPERES<br>200 AMPERES | 201 AMPERES & ABOVE<br>201 AMPERES & ABOVE<br>201 AMPERES & ABOVE<br>201 AMPERES & ABOVE |

**C. RESIDENTIAL METERING REQUIREMENTS**

All single-phase Customers with a main switch ampacity between two hundred one (201) and four hundred (400) amperes will be metered with a self-contained meter three hundred twenty (320) amp meter base. See Section 2.E of this Policy for meter base requirements.

**D. COMMERCIAL METERING REQUIREMENTS**

All meters, self-contained meters, voltage and current leads, used with instrument transformers, shall be furnished and installed by IFP meter department personnel. CTs shall be furnished by IFP. Installation of CTs shall be coordinated with IFP meter department personnel.

All three-phase Customers with a main switch ampacity up to and including two hundred (200) amperes will be metered with a self-contained meter. All loads in excess of two hundred (200) amperes will be CT metered.

All meters or instrument transformers must be ahead of the Customer's disconnecting switch. Where multiple meter installations are required and a main switch is used, meters may be installed behind the main switch and ahead of the Customer's disconnect. No unmetered circuits will be connected to the main switch. Entrance wiring must be so arranged that metered circuits do not enter conduits, raceways or enclosures containing unmetered circuits.

CT installations shall not be more than fifty feet (50') from the meter base. Contractor shall install minimum one inch (1") conduit for metering conductors only. Underground metering conduit shall be buried twenty-four inches (24") in depth. Schedule 40 PVC with RGS above ground into meter base. CTs must be contained within a CT can or approved switchgear. A CT shall not be placed in transformers. If no building wall is available for mounting, see Attachment 7A, Free Standing CT Meter of this Policy.

Enclosures for CTs shall be furnished and installed by the Customer. Line and load connections shall be clearly labeled. All enclosures shall be at least eleven inches (11") deep and of such size as to permit ready installation of current transformers on the size of conductor used. Table 3, Enclosures for CTs, will be used as a guide for the minimum nominal size of metal cabinet to be used. All enclosures and meter bases shall have provisions for installing security seals and shall be installed at an accessible location on outside of building. IFP will not allow any Customer equipment to be installed on, or holes drilled in, the transformer. Enclosures for CTs will be used on both underground and overhead instrument metered installations. The top of CT enclosure shall not exceed six feet (6') above finished grade. The bottom of CT enclosure shall not be less than two feet (2') above finished grade. Any variances to these requirements shall be determined by IFP.

CT meter bases located within six feet (6') of the pad mount transformer shall be grounded and bonded to transformer to prevent touch potential.

**TABLE 3 ENCLOSURE FOR CURRENT TRANSFORMERS (CTs)**

| SERVICE ENTRANCE<br>CONDUCTOR AMPACITY                                       | MINIMUM TRANSFORMER CABINET SIZE<br>(W X H X D)  |
|--|--|
| 401 & ABOVE - 10<br>400 & BELOW - 30<br>401 - 800<br>801 - 1000<br>OVER 1000 | 24" X 24" X 11"<br>24" X 48" X 11"<br>36" X 48" X 11" (HINGED DOOR<br>TYPE)<br>36" X 48" X 14" (HINGED DOOR<br>TYPE)<br>NOTIFY IFP |

**E. METER BASES**

These meter base specifications cover all self-contained meter bases and transformer-rated meter bases.

The Customer or Contractor shall furnish meter bases and enclosures for all meter installations. All meter bases and enclosures will be installed by the Contractor and incorporated into the Customer's wiring.

Meter bases must be listed and installed to meet the National Electric Code and the National Electric Safety Code. Combination socket and disconnecting devices are approved for use, provided the base meets all other specifications and is wired on the line-side of the Customer's

disconnecting device. Corrosion inhibitor shall be used on all connections to aluminum conductors.

IFP will not provide new three-phase, three-wire self-contained service without a grounded neutral system.

1. Single-Phase Meter Bases

All single-phase self-contained commercial service installations shall have factory installed lever or link bypass. Single-phase 320 amp residential meter base shall have factory installed lever or link bypass. Single-phase meter bases over four hundred (400) ampere shall be CT instrument metered using six (6) point socket type meter base with drilled and tapped mounting plate for test switch provisions.

All 120/208V self-contained single-phase meter base installations shall be of a five (5) terminal socket-type meter base and installed such that the fifth terminal is in the 9 o'clock position.

2. Three-Phase Meter Bases

Two hundred (200) ampere and below self-contained meter base installations on three-phase service shall be a seven (7) point terminal socket type meter base and shall have factory installed lever or link bypass.

Three-phase meter bases greater than two hundred (200) ampere's shall have a CT instrument metered installation using a thirteen (13) terminal socket-type meter base with a drilled and tapped mounting plate for connection of test switch equipment.

F. REMOVAL OF METERS

Only authorized IFP personnel shall be allowed to remove meters from meter bases or the Customer's premises.

G. METER IDENTIFICATION

Prior to the meter installation, IFP must be provided with a plan or diagram indicating which meter socket serves which unit. All meter sockets must be marked with the applicable unit address by some permanent means (i.e., not hand written with a "Sharpie") at a location on or near meter base.

H. MASTER METERING

IFP's retail rates are intended for application to individual customers or units of service. Master metering is prohibited. Except as specifically excepted hereinafter. Master metered mobile home parks, multi-occupant residential buildings, commercial buildings and shopping centers connected prior to July 1, 2010, may continue to receive master metered service.

Mobile Home Parks built before July 1, 2010, whose space for tenants have been sub-metered by the park Owners, need not be individually metered by IFP. Mobile home park tenants will be charged the same rate for electric service, as though they were directly metered and billed by IFP.

Multi-occupant residential buildings, commercial buildings and shopping centers may be master metered if the electric heating, ventilation, air conditioning or water heating systems are centrally located and cannot be controlled by the individual tenants.

A Master-Metered Customer may install sub-metering for individual spaces at the Customer's own expense. Any master metering system must be maintained by the building owner and installed by licensed electricians. Master metered Customers may also utilize a reasonable allocation procedure to determine a tenant's usage for the purpose of reimbursing the master metered customer. Such a procedure shall constitute an allocation and not a resale. Such terms must comply with City Code 8-5-9. The Customer shall indemnify IFP for any and all liabilities, actions or claims for injury, loss or damage to persons or property arising from the allocation of service by the customer.

IFP will not sell or otherwise provide meters or associated equipment required for sub-metering, nor test and maintain customer owned meters.

### 3. CUSTOMER PROGRAMS

#### A. SECURITY LIGHTING PROGRAM REQUIREMENTS

IFP can provide security lighting for private property for a fixed monthly charge. The Customer will pay a fixed monthly charge for each luminaire, based upon the type of luminaire and wattage. The rates are published in the City Fee Resolution. Security lights can only be affixed to IFP owned poles with the cost of installation paid by the Customer. The City retains ownership of all facilities and equipment. For more information contact IFP Energy Services at (208) 612-8430.

#### B. CUSTOMER GENERATION EQUIPMENT INTERCONNECTION REQUIREMENTS

##### 1. Generation Facility Design and Installation Requirements

All new electric generation equipment that a Customer desires to connect to the IFP distribution system shall be approved by IFP prior to connecting the generation equipment to the IFP distribution system. Customer's operating such generation equipment are required to file a Customer Interconnection Agreement Application and adhere to the following conditions:

##### a. Generation Facility Design Specifications:

##### i. Facility Description

The Generation Facility shall be designed, constructed and operated in a manner such that it will interconnect and operate in parallel with IFP's electric supply system, in a safe and efficient manner without disruption, impairment, damage or loss of operational efficiency to IFP's electric supply system. The operation of the Generation Facility is intended primarily to offset part or all of Customer-Generator's electric energy purchases from Idaho Falls Power. The Customer-Generator shall be responsible for the design, installation and operation of the generation system and shall obtain and maintain all required permits and approvals. Any modifications to the system (aside from routine maintenance),



including installation of additional generation equipment, replacement panels, or added parts shall only be made following the prior written approval of IFP.

ii. Facility Fuel Type and Size Limitations

The customer's Generation Facility shall have a maximum peak generating capacity of no more than fifteen (15) kilowatts (kW) for equipment installed on a residential premise and twenty-five (25) kilowatts (kW) for equipment installed on a commercial premise. Larger capacity systems will be allowed based upon the customer's historic usage, but system sizing shall not exceed the average of the previous twelve (12) months of electric usage.

b. Generation Facility Installation Standards and Code Compliance:

i. Customer-Generator shall provide the electrical interconnection on the Customer-Generator side of the meter between the Generation Facility and IFP's system. IFP shall make reasonable modifications to their system necessary to accommodate the generation system, with all IFP system modifications being paid for by the Customer. The cost for such modifications will be estimated by IFP, with Customer payment due in advance of installation. The Generation Facility shall include all equipment necessary to meet applicable safety, power quality, and interconnection requirements. These requirements are, or may include, IFP's policies, the National Electrical Code, National Electrical Safety Code, the Institute of Electrical and Electronic Engineers (e.g., IEEE 1547), Nationally Recognized Testing Laboratories (e.g., UL 1741) California Rule 21, Hawaii Rule 14H, and utility best practices. IFP Engineering staff must approve each design drawing prior to construction of the Generation Facility. The drawings must comport to generally accepted engineering design practices and be submitted with the application. This review will be completed within thirty (30) days of application. Upon completion of construction, the City Electrical Inspector shall give final inspection and approval for the Generation Facility to commence operation. On or within sixty (60) days prior to each three (3) year anniversary of this agreement the Customer shall provide additional certification by an independent licensed person or entity that the Generation Facility remains in compliance with all applicable electrical and safety codes. Failure to file certification with IFP will result in disconnection of the generator, suspension of the agreement and termination of any credit for energy delivered to Idaho Falls Power. When the certification is filed and the Generation Facility is found to be in compliance, the agreement will be reinstated from that date forward. There will be no true-up of energy during the noncompliance period.

ii. The Customer-Generator shall attend an orientation session with Idaho Falls Power staff. Call (208) 612-8456 for more information. The

Customer-Generator shall then file an application for Net Metering and Small Generation Interconnection Agreement Application with, and receive approval from, IFP before installing an interconnected Generation Facility on Customer-Generator property. Application forms are available at the City of Idaho Falls Building Department. The completed application and Generation Facility system design drawing should be returned to the address listed on the application. The City of Idaho Falls Building Department will also require a building permit and electrical permit along with an additional copy of the system design for review. Review by the City of Idaho Falls Building Department and IFP will occur simultaneously. IFP may withhold approval, if for any reason the requested interconnection would result in a negative monetary or physical impact on IFP's electrical system.

c. Disconnection Device:

Customer-Generator shall furnish and install (on Customer-Generator side of the meter) a disconnecting device capable of fully disconnecting and isolating the facility from IFP's distribution system. The disconnecting device shall be located adjacent to IFP's bi-directional metering equipment and shall be of the visible break type, located in a metal enclosure that can be secured by an IFP-owned padlock or other security device. The disconnecting device shall be accessible to IFP's personnel at all times and shall conform to National Electric Code standards. IFP shall have the right to disconnect, with or without notice, the Generation Facility from IFP's distribution system in order to maintain safe and reliable electrical operating conditions or to protect IFP's system from damage, disruption, interference, or to preserve system reliability. The Generation Facility shall remain disconnected until such time that IFP determines conditions justifying the disconnection have been resolved.

d. Generation Facility Operational Standards:

Customer-Generator shall furnish, install, operate and maintain in good order and repair, without cost to IFP, all equipment required for the safe operation of the Generation Facility operating in parallel with the IFP's electrical supply system. This shall include, but is not limited to, equipment necessary to (1) establish and maintain automatic synchronism with IFP's distribution system, (2) automatically disconnect the Generation Facility from IFP's distribution system in the event of system overload or outage and (3) for Solar Facilities with backup battery storage, the system must automatically disconnect from and not back feed onto, IFP's distribution system in the event of a system overload or power disruption. The Customer-Generator's Generation Facility shall not cause any adverse effects upon the quality or reliability of service provided to IFP's other customers. IFP reserves the right to require that the Generation Facility modifications to comport with Idaho Falls electrical system change in needs or requirements or to negate any adverse impact the interconnected Facility has on other customers. The Generation Facility shall not cause any adverse effects upon the quality or reliability of service provided to IFP's other customers. The Customer-

Generator shall operate the Generation Facility in accordance with applicable rules and regulations.

e. Generation Facility Maintenance:

Except for bi-directional metering equipment owned and maintained by IFP, all equipment on the Customer-Generator's side of the meter, including the required disconnecting switch, shall be provided and maintained in satisfactory operating condition by the Customer-Generator at the Customer's expense and shall remain the property and responsibility of the Customer-Generator. IFP shall bear no liability for Customer-Generator's equipment or for the consequences of its operation.

2. Generation Facility Net Metering and Power Purchases

The measurement and pricing for net energy is described below:

a. Measurement of Net Energy:

Metering equipment shall be installed by IFP (solely at Customer-Generator's expense) to measure the flow of electrical energy to and from the customer premise.

b. Purchase of Energy:

The Customer-Generator agrees to sell, and IFP agrees to issue a credit for, all electrical energy generated at the Generation Facility in excess of the Customer-Generator's on-site load in accordance with the current City rate resolution.

WHERE CONSUMPTION EXCEEDS GENERATION:

If electricity supplied by Idaho Falls Power during the billing period exceeds the electricity generated by the Customer-Generator during the billing period, the Customer-Generator:

- i. Shall be billed for the applicable non-energy charges for the billing period under the Customer's appropriate retail rate classification;
- ii. Shall be billed for the net electricity supplied by IFP at the Customer's appropriate rate adopted in ordinance for the corresponding period.

WHERE GENERATION EXCEEDS CONSUMPTION:

If the electricity generated by the Customer-Generator exceeds the electricity supplied by IFP during the billing period the Customer-Generator:

- i. Shall be billed for the applicable non-energy charges for the billing period under the Customer's appropriate rate classification;
- ii. Shall be financially credited for excess energy delivered to Idaho Falls Power during the billing period, at the rate adopted in ordinance

for the corresponding period.

### 3. Renewable Energy Credits

The Customer-Generator will release to IFP all renewable-energy credits (RECs), renewable-energy credits (S-RECs) or other renewable attributes as appropriate based on actual on-site electric generation from the Generation Facility. Credits will be released to IFP for the duration of the interconnection to IFP's power system.

### 4. Terms and Conditions

#### a. Term Length

The net metering process shall terminate sixty (60) days following the delivery of a termination notice by either the Customer-Generator or Idaho Falls Power.

#### b. Indemnity and Liability

Customer-Generator shall defend, hold harmless, and indemnify IFP and its directors, Mayor, Council members, officers, employees, and agents against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost charge, demand, or expense, including attorney's fees) for injury or death to persons and damage to property arising out of or in connection with (a) the engineering, design, construction, maintenance, repair, operation, supervision, inspection, testing, protection or ownership of the Generation Facilities, or (b) the making of replacements, additions, improvements or reconstruction of the Generation Facilities. This indemnity shall apply, notwithstanding the active or passive contributory negligence of IFP, provided, however, IPF shall not be indemnified hereunder for its loss, liability, damage, claim, cost, charge, demand, or expense resulting from its percentage of negligence or comparative fault.

#### c. Governing Law

- i. The provisions of this Policy and the Net Metering and Small Generation Interconnection Agreement shall be governed by and interpreted in accordance with the laws of the state of Idaho.
- ii. The delivery of electric service to Customer Generator's Generation Facility shall be subject to all terms, conditions and provisions set forth in the City of Idaho Falls Electrical Ordinances, as the same presently exists or as may be amended hereafter. In the event of any conflict between the terms and conditions of this Policy, then and in such event the Electrical Ordinances shall prevail.

The provisions of this Policy shall be governed by and interpreted in accordance with the laws of the State of Idaho.

d. Venue, Jurisdiction and Litigation Expenses

It is agreed that this Policy shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning the Policy, it is agreed that proper venue for litigation shall be the District Court of the Seventh Judicial District of the State of Idaho, in and for the County of Bonneville.

If a suit or action is instituted in connection with any controversy arising out of this Policy, the prevailing party shall be entitled to recover costs and reasonable attorney fees associated with the suit., in addition to costs, such sums as the court may adjudge reasonable as attorney's fees, whether in initial litigation or upon appeal.

e. Severability

Should any provision of this Policy be or become void, illegal, or unenforceable, the validity or enforceability of the other provisions of this Policy shall not be affected. The parties agree, however, work together to find a solution to the void, illegal, or unenforceable provision(s) with legally enforceable clauses which correspond as closely as possible to the original purpose of the affected provisions and this Policy as a whole.

C. ELECTRIC VEHICLE CHARGING STATION PROGRAM REQUIREMENTS

1. Electric Vehicle Charging Station Installation

The following are Customer requirements for those who choose to participate in a IFP electric vehicle charging station lease:

a. Location

The Customer is responsible for the selection of the charging station location, for both wall mount and pedestal mount charging stations with approval from IFP. Location must be approved by IFP prior to installation. IFP staff is available to assist in selecting suitable locations. To schedule an onsite assessment with an IFP representative, call (208) 612-8430.

b. Installation

The Customer will be responsible to install the pedestal concrete pad base, conduit and wire, or conduit and wire for a wall mount location. The specification sheets for pedestal installation are appended to this policy. IFP is solely responsible for the installation of the charging station on the customers premise. If a charging station is to be installed on premises, which is leased, rather than owned, Customer must receive all necessary consent from the premises owner for the installation of the Charging Station by the Customer and allow access for operation and maintenance by IFP.

Customer is responsible for acquiring all applicable permits and inspections for the construction and installation of the Station. In the event that an upgrade in electric service or wiring is required to support the stated load of the Station this will be the sole responsibility of the Customer.

The Customer is responsible for all costs (labor and materials) associated with the installation site preparation: trenching, conduit, cement pedestal base, wire, etc.

## 2. Maintenance and Repair

### a. Standard Maintenance

IFP will perform standard maintenance to the charging station to ensure it is in proper working condition throughout the term of the program. Maintenance includes cleaning the charging station connector, testing the charging voltage level, testing system functionality, and related minor work, as reasonably determined by IFP, to preserve the unimpaired function of the charging station.

Customer will provide IFP access to the charging station and related equipment for maintenance between the hours of 7:00 a.m. and 7:00 p.m. local time on City business days. In the case of an emergency, Customer will allow IFP access, with notice, to the charging station and related equipment outside of normal maintenance times.

### b. Equipment Damage

Customer is responsible, at its sole cost and expense, for actions related to the repair and replacement of a negligently damaged charging station to include vandalism. The Customer agrees that the facilities in which the charging station is located will be kept clean and in good repair. Customer will maintain structural portions of the premises surrounding the Charging Station, including the pavement, foundation, roof structure, walls, columns, beams, parking areas, and all adjoining common areas, in good condition and repair. If temporary removal of the Charging Station is required in connection with the repair of the Charging Station or building structure, Customer will provide IFP five (5) business day's prior written notice or a shorter but reasonable period in the event of an emergency. Customer may interrupt electric service to a Charging Station to ensure safety or when needed to repair or maintain the premises. After completion of the repairs or maintenance, Customer will promptly restore the affected charging station and notify IFP. IFP will not be responsible for damages caused by operation of the Charging Station, including failure of equipment to operate as intended.

IFP will not be held responsible for any damage to the Customer's property or electrical system due to negligent use of or vandalism to the Charging Station.

c. Continuity of service

IFP will use reasonable diligence to supply constant electricity service to the charging station but does not guarantee the service against an irregularity or interruption. IFP may interrupt electric service to a Charging Station when necessary to maintain reliability of the electric distribution system, ensure safety, reduce peak demand, or to perform maintenance on the Charging Station or related equipment. IFP may install and operate additional meter(s), data monitoring equipment, or charge management devices which gather information regarding equipment usage. Such installation will be adjacent to or near the Charging Station but will not interfere with parking or pedestrian traffic paths on premises.

d. Labeling and signage

Charging Stations will be labeled by IFP. The Lessee will not remove, mar, deface, obscure, or otherwise tamper with the Charging Station labels. Customer can install signage provided by IFP or others (as approved by IFP) to identify charging station sponsor and provide information about Charging Station care.

e. Charging Station Locations

Charging Stations will be placed on the customer side of the electric meter. Power used by the Station will flow through the Customers meter and be billed at their appropriate rate class for the customer type as established in the current adopted rate resolution. The energy consumed by the Station(s) will not be metered separately or tracked independently of the Customers other electric usage at the location on the appropriate meter.