

G U A M P O W E R A U T H O R I T Y <i>Standard Operating Procedure</i>	No. *SOP-079	Issued: 03/15/93	
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Title: METER CHANGE-OUT	Approved By: <i>RAYMOND C. CAMACHO</i> RAYMOND C. CAMACHO, Gen. Mgr.		
Effective Date: 11/10/93	Supersedes No.	Page 1 of 2	

1.0 **PURPOSE**

- 1.1 This Standard Operating Procedure is published to provide a guide for an orderly, accurate, and reliable meter file records and to expedite the submission of reports to Data Processing for all meter change-outs.

2.0 **REQUIREMENTS OF CHANGE-OUT**

- 2.1 All divisions or sections completing meter change-out documents shall submit the standard meter data sheet to Meter Shop Supervisor, properly and completely filled.
- 2.2 All meter change-out documents shall be submitted immediately or not later than 8:00am next morning, following the change-out.

3.0 **ISSUING OF METER BY METER CONTROL CLERK**

- 3.1 All meters drawn from the meter stock room shall be issued by the Meter Control Clerk. He/she shall record all meters issued on the Daily Meter Issue Sheet to each individual drawing meters.

4.0 **UNUSED METERS**

- 4.1 All meters drawn in the morning, but not used during the day's work, shall all be returned to the Meter Control Clerk. Meter Control Clerk shall cancel on the list all meters returned to him/her.

5.0 **USED METERS**

- 5.1 All meters used in the meter change-out shall be recorded on the same sheet, showing the name, account number, old meter number and other pertinent information.

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6.0 DAILY METER ISSUE SHEET

- 6.1 Daily meter issue sheets shall be submitted to the Disconnection/Reconnection Supervisor the following work day for accountability.

7.0 SEALING METERS

- 7.1 All meters installed after the change-out shall be properly strapped and sealed with approved GPA seal. Seal number should be correctly recorded on the respective meter data sheet.

8.0 FIELD CHANGE-OUT IDENTIFICATION CARD

- 8.1 All meter change-outs shall be provided with the standard yellow tag, attached to the meter base, properly accomplished to show to all concerned that the meter was changed-out.

9.0 COMPLETED METER DATA SHEET

- 9.1 All completed meter data sheets shall be turned in to the Disconnection/Reconnection Supervisor for review and approval.
- a. Change-out document(s) shall be properly accomplished by the person making the change-out(s).
 - b. Person(s) making the change-out should inform the Meter Control Clerk as to the meter number(s) issued in the change-out(s).
- 9.2 All meter data sheets reviewed and approved by the Disconnection/Reconnection Supervisor shall be forwarded to the Superintendent of Meter/Relay Division for final approval.
- 9.3 All meter change-out(s) approved by the Superintendent shall be forwarded to Data Processing within the prescribed 24-hours.