

GUAM POWER AUTHORITY Standard Operating Procedure	*No. SOP-082
	Prepared By: <i>Ramirez 2/18/04</i> RPS METER TAMPERING COMMITTEE
Title: SEAL MANAGEMENT PROGRAM	Approved By: <i>John Ben</i> JOHN M. BENAVENTE, P.E. GENERAL MANAGER
Effective Date: <i>2-23-04</i> Supersedes No. SOP-082 dtd 3/15/93 Page 1 of 6	

- 1.0 **PURPOSE.** To establish procedures that will ensure all meters, related metering apparatus and other equipment requiring sealing shall be sealed by the Authority. A color-coded seal management program was instituted to assist in protecting the integrity of our power meters and safeguarding our assets. (Sealing is the first line of defense, and an aggressive sealing program can help reveal evidence of unauthorized access in altering meter registration or diversion of service.)
- 2.0 **SCOPE.** These procedures apply to those sections/divisions involved in the installation, reading, investigation, testing, reconnection, and removal of electric meters, related metering apparatus and equipment.
- 3.0 **BASIS.** All meters, metering apparatus, relays, and any other equipment not mentioned but require sealing shall be sealed to avoid unauthorized access and handling. Tampering of such devices will be considered as fraud, and violators will be prosecuted accordingly.
- 3.1 **GPA Service Rules and Regulations, Section 9A, provides: “...
All meters shall be sealed by the Authority and no such seals shall be broken or tampered with by the customer...”**
- 3.2 **PENALTY.** Any person found tampering with GPA meter seals and/or using GPA seals for purposes other than indicated in these procedures shall be subject to proceedings for fraud or theft of energy. Meter tampering is a felony punishable under Public Law 24-126.

CODES:	* REVISED	# ADDED
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GPA Standard Operating Procedure	NO: SOP-082	Effective 2/23/04	Page 2 of 6
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3.3 All other equipment or metering apparatus such as relays, vaults, etc., requiring seals to safeguard from tampering shall be sealed accordingly.

4.0 **PROCEDURES**. The following procedures shall be adhered to in order to assure that all meters, related meter apparatus, equipment, etc., are properly sealed and/or replaced as required during maintenance, installation and removal of such. All seals shall be controlled and accounted for using these guidelines.

4.1 **CONTROL**. The Meter Relay Section, Customer Services Division and RPS shall be responsible for ordering and issuing their respective colored seals.

4.2 **ORDERING**. All orders for color-coded seals must have the GPA initials embossed or printed and must be in consecutive number sequence. Customer Services, RPS and Meter Relay Section shall establish a supply reordering point to assure the availability of seals.

4.3 **DISTRIBUTION**. Designated personnel of each service crew will obtain and sign out from the respective section required colored seals. Refer to Exhibit A.

4.4 **APPLICATION**. All seals must be properly applied, installed and checked. The following colors and steps shall be applied when sealing:

4.4.1 **Color-Coded Seal**

White – For active meters (new installations/reconnections)
Green – For disconnection of meters due to nonpayment
Yellow – For demand meters
Red – For terminated /inactive meters
Blue – For meters removed due to tampering

CODES:	* REVISED	# ADDED
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GPA Standard Operating Procedure	NO: SOP-082	Effective 2/23/04	Page 3 of 6
----------------------------------	-------------	----------------------	-------------

4.4.2 **Installation**

- a. Insert wire loop through seal hole slot.
- b. Install insert by pushing meter/lock strap in until ears of loop spring into place with a solid click.
- c. Slightly pull to check loop end is fully engaged in internal recess.

4.4.3 **Removal/Disposal.** Seals removed/changed shall be collected and disposed properly, and should not to be left behind to litter the meter area.

4.5 **ACCOUNTING.** All seals installed are to be accounted for in the Meter Seal (Installed) Control Sheet, Exhibit B, and seal numbers entered in the JDE's Meter Master file by all sections involved. Subsequent seal change-outs shall also be entered and updated.

4.5.1 The meter master data sheet should include the following input:

- a. Date Installed
- b. Seal Number (old and new)
- c. Name of Crew
- d. Status
- e. Customer's Name
- f. Location
- g. Account Number
- h. Meter Number

4.5.2 A monthly report and file of seal transactions issued and installed shall be maintained by the respective section/division. Seals installed will be updated in the JDE System to ensure all seals are tracked and accounted for accordingly.

CODES:	* REVISED	# ADDED
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GPA Standard Operating Procedure	NO. SOP-082	Effective 2/23/04	Page 4 of 6
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- 4.5.3 Meter Readers will verify if meters are properly sealed during cycle readings and exception report investigations.
- 4.5.4 The Meter Readers will submit all trouble reports for cut, broken, missing or loose seals to the Meter Shop. The Meter Relay Section will then proceed with investigating and resealing such meters and/or related metering equipment based on work orders initiated by Customer Services.
- 4.5.5 All other Authority-owned property requiring sealing but are not mentioned in Section 4.5.4 shall be reported to the respective Division Head for investigation and further action.

Distribution: #
Lists A, B, C & D

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GUAM POWER AUTHORITY
METER SEAL (INSTALLED) CONTROL SHEET

NO.	BOOK NO.	DOCUMENT NUMBER	ACCOUNT NUMBER	CUSTOMER NAME	METER NUMBER	SEAL NUMBER	SEAL COLOR	COMP DATE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

ASSIGNED CREW: _____

DATE: _____