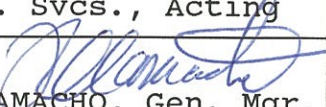


GUAM POWER AUTHORITY <i>Standard Operating Procedure</i>	No. *SOP-078	Issued: 03/15/93
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Title: METER REMOVAL	Approved By:  RAYMOND C. CAMACHO, Gen. Mgr.	
Effective Date: 11/10/93	Supersedes No.	Page 1 of 2

1.0 **PURPOSE**

- 1.1 This Standard Operating Procedure is published to provide guidelines for an orderly, accurate and reliable accounting of power meters removed for purpose of terminating service.

2.0 **SCOPE**

- 2.1 Power meters within the scope of this SOP are those meters that are terminated due to the following:
- a. Regular termination (customer's request)
 - b. Work clearance
 - c. Other (specify) non-payment, tampering, typhoon disaster, fire etc.

3.0 **REQUIREMENTS FOR METER REMOVAL**

- 3.1 Meters may be subjected to removal when:
- a. There is a signed termination contract request
 - b. Emergency condition for safety
 - c. Verification and customer service trouble report attesting that meter is unlisted, tampered, non-payment, etc.

4.0 **PROCEDURE FOR REMOVING METER**

- 4.1 Advise customer, if available, of the objective or reason of GPA crew's presence in customer premises.

CODES: * REVISED # ADDED

- 4.2 Verify meter number to match meter number indicated on official document for removal.
- 4.3 If and when meter number does not match, Customer Services must be contacted for confirmation of removal. Fill up meter installation/investigation report. Record the following accurately:
- a. Name of customer
 - b. Account number and TR or Action number
 - c. Location
 - d. Last reading
 - e. Date meter was removed
 - f. Name of crew member