



**Adams Electric  
Cooperative, Inc.**

® A Touchstone Energy® Cooperative 

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# OWNER'S MANUAL FOR CO-OP MEMBERS

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*Information for new consumer-members »*

## OUR MISSION

Provide safe, reliable power at competitive rates, and improve the quality of life in the communities we serve.

## OUR LOCATIONS

Adams Electric Cooperative, Inc.  
1338 Biglerville Road  
P.O. Box 1055, Gettysburg, PA 17325-1055

### Gettysburg District

1380 Biglerville Road, Gettysburg, PA 17325

### Shippensburg District

10 Duncan Road  
P.O. Box 220, Shippensburg, PA 17257

### York District

200 Trinity Road, York, PA 17408

### Contact Us:

1-800-726-2324

### ONLINE TOOLS

**Web:** [adamsec.coop](http://adamsec.coop)

**Facebook:** [www.Facebook.com/AdamsEC](http://www.Facebook.com/AdamsEC)

**Twitter:** [@aec\\_coop](http://www.Twitter.com/aec_coop)





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01

# MY CO-OP

## About Us

Congratulations! You are now a member of a successful not-for-profit electric distribution cooperative utility. This booklet will help you understand your ownership benefits and responsibilities, plus answer your questions.

## What Is A Cooperative?

A cooperative is a not-for-profit business owned by the people who use its services. This means, as a consumer-member of Adams Electric Cooperative, you are actually part owner of a non-profit electric utility.

Co-ops are private enterprises owned by their members. Each member-owner has the right and responsibility to voice an opinion on the workings of the co-op. Members elect a board of directors from their own ranks to direct the co-op. The board then hires a CEO/general manager, who in turn hires a management team.

Cooperatives differ from other business structures because they often operate on principles that encompass broader social or community, as well as business, concerns. These principles have been developed and modified over time, and are generally accepted by cooperatives worldwide. They are the basis of what makes cooperatives unique! These cooperative principles include:

### 1. Voluntary and Open Membership

Cooperatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

### 2. Democratic Member Control

Cooperatives are democratic organizations which actively participate in setting policies and making decisions. Elected representatives are accountable to the membership. Members have equal voting rights (one member, one vote).

### 3. Members' Economic Participation

Members contribute equally to the capital of the cooperative. This benefits members in proportion to the business they conduct with the cooperative rather than on the capital they invest.

### 4. Autonomy and Independence

Cooperatives are autonomous, self-help organizations. If the co-op enters into agreement with other organizations or raises capital from external sources, it is done so based on terms that ensure control by the members and cooperative autonomy.

### 5. Education, Training, & Information

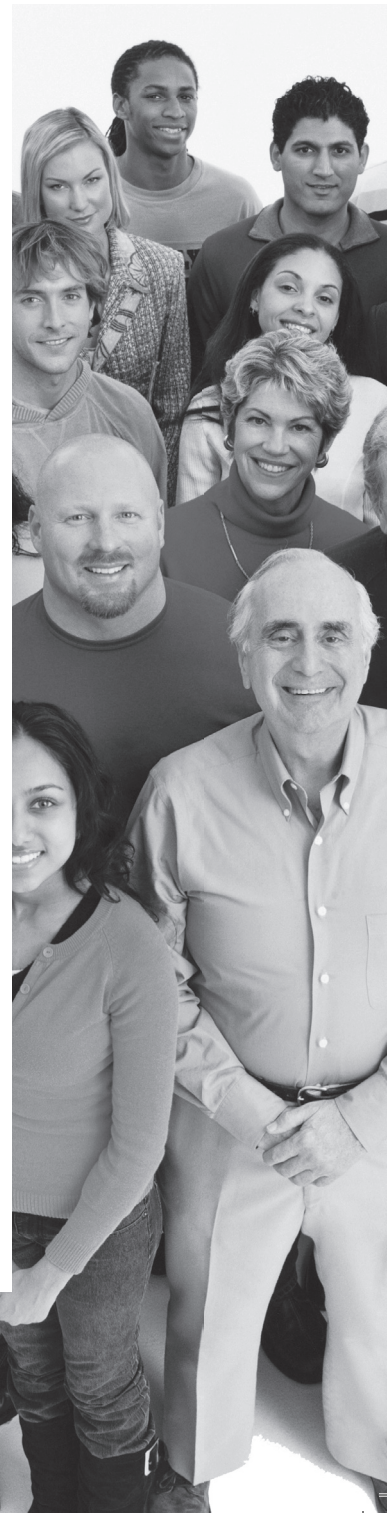
Cooperatives provide education and training for their members, elected representatives, managers and employees so they can contribute effectively to the development of their cooperatives. Members also inform the general public about the nature and benefits of cooperatives.

### 6. Cooperation Among Cooperatives

Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional and international structures.

### 7. Concern for Community

While focusing on member needs, cooperatives work for the sustainable development of their communities through policies accepted by their members.



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## Our Promise to Adams Electric Members

The cooperative has a goal of providing a high level of service to its members. We promise to:

- Greet you courteously and serve your needs.
- Be available 24 hours a day, 365 days a year to serve you.
- Bill you correctly or we will refund 5 percent of the error, up to \$50.
- Connect your electric service on the day we promise or we will waive the connection fee.
- Get back to you with answers to your questions as soon as possible, usually within two business days.
- Be on time for any appointment we schedule with you.
- Drive courteously and assist during accidents and other emergencies in our service area.
- Repair damage to your property caused by us and at our expense.
- Work to restore power as quickly as possible, day or night, regardless of the weather.
- Remain strongly committed to safety that helps protect you, the public, and our employees.
- Communicate about rates, co-op products and services, and your member benefits, including how to use electricity safely and efficiently.
- Help you speak with anyone in the organization (including the CEO/general manager) to get a problem resolved.

Please understand that normal operations can be temporarily disrupted due to storms and other natural disasters. At Adams Electric Cooperative, we are committed to meeting the needs of our members. We promise!

## Guided by Elected Members

Adams Electric Cooperative and other electric cooperatives incorporated under Pennsylvania's Electric Cooperative Corporation Act of 1937 are not under the jurisdiction of the Pennsylvania Public Utility Commission (PUC).

The cooperative is self-regulated by a board of directors. The board guides the direction of the cooperative and serves as a sounding board for the members.

Rates are set by the board, and must meet requirements set forth by lenders. Even though they are not under the direct oversight of the PUC, all Pennsylvania cooperatives generally follow PUC recommendations and guidelines for policies regarding disconnections, member assistance programs and other procedures.

## Volunteer Opportunities

**Credentials & Election Committee** - This committee is made up of 12 consumer-members who meet up to five times during the election process: early February to validate petitions and officially declare the candidates for director; mid-February for a candidate meeting if applicable; before the annual meeting to certify mail-in and electronic ballots; and at the annual meeting to count the ballots cast in person

and to report the winners of the election. A term is one year. Compensation is \$50 per meeting attended and round-trip mileage for each meeting attended.

**Member Advisory Committee** - This committee is made up of 27 consumer-members (three from each director zone and their spouse/significant other, as listed on their billing account), who meet at least twice a year. This committee acts in an advisory capacity to the board and management staff. A term is two calendar years, with a maximum of three consecutive terms (total of six years). Compensation is round-trip mileage for each meeting attended.

**Scholarship Committee** - This committee is made up of nine consumer-members, one from each director zone, who work independently but also meet up to three times per year to select scholarship winners. A term is three calendar years. Compensation is round-trip mileage for meetings attended.

To volunteer for the cooperative, visit [adamsec.coop](http://adamsec.coop) and submit a volunteer form from the "Be A Co-op Volunteer" page, or mail your completed form to: Communications, Adams Electric, P.O. Box 1055, Gettysburg, PA 17325-1055.

## Touchstone Energy Provides High Standards

Adams Electric Cooperative is a member of Touchstone Energy, a national alliance of more than 900 local, consumer-owned cooperatives in 47 states that deliver energy to more than 42 million consumers every day. Touchstone Energy Cooperatives serve their members with integrity, innovation, accountability and a long-standing commitment to community.

## A Brief History of Adams Electric

Adams Electric Cooperative was incorporated on Aug. 21, 1940 by more than 2,000 rural residents in south central Pennsylvania. They paid \$5 each as their share in the new member-owned, cooperative. They banded together with other rural residents creating a cooperative to provide themselves with electricity.

The Rural Electrification Administration (REA), born as part of President Franklin D. Roosevelt's New Deal, offered funds to cooperatives for poles, wire and other materials to construct power lines. Only cooperatives took on the challenge to electrify the countryside. In October 1940, Adams Electric received its first REA loan and began to build its system.

On May 3, 1941, the first 35 miles of Adams Electric line were energized. The first substation was located 2 miles north of Gettysburg, along Biglerville Road. Adams Electric was the 14<sup>th</sup> rural electric co-op in Pennsylvania to begin operations.

Today, Adams Electric delivers electricity and other services to more than 32,000 homes, farms and businesses in Adams, Cumberland, Franklin, Perry and York counties. It maintains more than 2,950 miles of line and has assets in excess of \$175 million.

To learn more about the history of Adams Electric, request a copy of the book "Fight for Power" from any Adams Electric employee, or at an office location.



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# 02

# MY METER

## Cooperative Read Meters

A meter reading allows the cooperative to bill each member for the actual amount of electricity used. Electricity is measured in kilowatt-hours (kWh).

The cooperative reads your meter on the last day of each month using an automated meter reading (AMR) system. An automated meter sends your reading electronically over the power lines to an Adams Electric substation. The reading is then relayed to the co-op's headquarters in Gettysburg and automatically recorded.

The AMR program allows the co-op to bill members more accurately and saves the co-op money through fewer property visits. Your meter can also assist in power restoration efforts. This translates to better service to all members.

## Is My Meter Accurate?

Your electric meter is a solid-state, non-mechanical instrument and is extremely accurate. It measures your use of kilowatt-hours of electricity. The cooperative tests meters as needed to ensure accuracy.





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# MY BILL

## How to Read Your Bill

Request a copy of "Current Fees and Electric Bill Information." Call 1-800-726-2324 if you have questions or need information about billing and services.

## Payment Options

**SmartHub:** An electronic gateway for account management is at your fingertips. SmartHub lets you manage various aspects of your account online or through a variety of apps for your mobile devices. Manage payments, report an outage, notify member services of account and service issues, check yearly, monthly, daily and hourly electric use and receive special messaging from Adams Electric, all at the touch of a button. SmartHub provides a safe and secure environment for all transactions between you, Adams Electric and your financial institution.

To sign up as a "New User," visit the co-op's website at [adamsec.coop](http://adamsec.coop) and click on "View/Pay My Bill" on the home page to begin the process. To get the mobile app for your smartphone or tablet, search for "SmartHub" in your app store.

**Go Paperless:** Members can request to have their paper bills turned off and instead receive an email notification each month. Those who opt not to receive paper bills must keep their email address current and make payments on their account even when an email reminder is not received.

**Pay by Phone:** To make your bill payment over the phone, call toll-free 1-877-487-1460 and select the correct menu option. Please have your account number available.

**Pay by Mail:** Send your bill along with a check for the amount shown on the bill to: Adams Electric, 1338 Biglerville Road, P.O. Box 3605, Gettysburg, PA 17325-0605.

**Pay in Person:** Bring your bill and payment to one of the co-op's district offices in Gettysburg, Shippensburg or York. Cash, check, credit card or money orders are accepted.

**Give the Gift of Electricity:** If a member would like to give the gift of electricity to another co-op member, the cooperative can either send you the certificate, or if the member wishes to remain anonymous, Adams Electric will send the acknowledgement to the other member. Please allow 10 business days to process.

## Understanding Billing Terms

**Basic Charges:** Required charges for electric service including energy supply and distribution.

**Energy Supply Charge:** The combined charges for electric generation and transmission services.

- **U-Shift:** A rate or credit issued to members who participate in load management initiatives that interrupt electric water heaters, heat pumps, central air units, and/or subpanels.

- **Wholesale Power Cost Adjustment (WPCA):** This additional energy supply charge recovers higher than normal wholesale energy supply costs. It can also pass savings back to members when energy supply costs drop.



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**Distribution Charges:** The charges to deliver electricity over the co-op's distribution system.

- **Access Charge:** A monthly fee, representing the cost of the distribution lines and equipment in place, is included on each bill whether or not any electricity is used.
- **Storm Reserve:** This monthly charge is earmarked specifically to be used by the cooperative to pay for damages incurred during major outage events.

**Non-Basic Charges:** Any service not related to basic services (energy supply and distribution), including donations to Project Helping Hand or ACRE Co-op Owners for Political Action.

### Have Concerns About Your Bill or Payment?

Should you have a concern about the way your account has been handled, or suspect a mistake has been made, the following procedures should be followed.

1. Please gather all pertinent billing information, statements, mailings, etc. before contacting the cooperative.
2. Contact the cooperative at 1-800-726-2324. You may also send an email addressed to [memberservices@adamsec.coop](mailto:memberservices@adamsec.coop).
3. If the member services representative is unable to correct the problem to your satisfaction, ask to speak to the office supervisor.
4. If the issue remains unresolved, you may ask to speak to the department manager. The manager will investigate the complaint and work to resolve the situation.
5. If a department manager has not resolved the situation, you may ask to speak to the CEO/general manager.

### Making Payment Arrangements

If you have trouble making a payment, please contact the co-op as soon as possible. If you fail to pay your bill by the due date, you may be subject to disconnection. Co-op personnel will attempt to reach you regarding unpaid utility bills. Fees vary for reconnecting electric service once disconnected.

### Budget Billing

Level out high and low monthly electric bills by establishing a fixed, budgeted payment amount each month. Members may apply for budget billing as long as they have a current zero balance. The budget amount is based on average monthly bills and may be adjusted three times a year, if necessary. June is the budget catch up month when members must pay their actual balance.

### Cycle Billing Explained

Your cooperative has several billing cycles which are geographically determined. Having cycles helps spread payment processing throughout the month. Your cycle number

is printed on your bill. If you are having difficulty paying by the due date for your cycle, please contact the cooperative.

### Project Helping Hand

A voluntary member contribution program, Project Helping Hand (PHH), a fund of the Adams County Community Foundation, provides limited funding — payable through community agencies in each district—to those who need help paying their electric bills. Each year, members are invited to donate by allowing their monthly bills to be rounded up to the next even dollar amount with the difference going to PHH. Members may also make one-time donations to the fund or turn over their Ownership Rewards checks to PHH. Members may start or stop their participation at any time by notifying the co-op.

If you need further assistance in paying your heating bills during the winter, some limited assistance may be available at the state Department of Public Assistance under the Low Income Home Energy Assistance Program (LIHEAP). LIHEAP funding is subject to federal and state appropriations. Applications are available for download at [adamsec.coop](http://adamsec.coop), under "My Publications."

### Moving? Let us know

You are responsible for the electricity recorded by your meter. If you plan to move, please notify the cooperative in advance for an accurate final meter reading. Also, please provide the cooperative with a forwarding address so you may receive your final bill and future Ownership Rewards.

### Ownership Rewards

As a not-for-profit organization, Adams Electric assigns net margins to its members at the close of the business year. The amount is based on each member's electric use over the past year. Each year, the board of directors may vote to return a portion of those assignments to members as Ownership Rewards. Because the refunds are returned on a percentage basis, members may have refunds coming to them long after they move off co-op lines. Members should remember to keep a current address on file with the cooperative even when they no longer have active accounts.

### Protecting Your Identity

Adams Electric asks each member for specific personally identifying information, which we use to identify account ownership and to comply with legal obligations concerning identification protection. Members are asked only once to provide this information and, once established, Adams Electric uses it to later verify a member's identity and confirm that a person is the actual member and owner of a particular account. This process aids in preventing unauthorized account access if, for example, someone other than a member came into possession of the member's utility bill.



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# MY POWER

## Storm Central

Adams Electric is committed to keeping your lights on and we are constantly working to improve our storm-time power restoration process. A little planning can help you prepare your home and family for when severe weather or power outages do occur. The information below will help you prepare for both brief and extended outages.

## Report an Outage

For 24-hour emergency service, call 1-800-726-2324 to report power failures, outages can also be reported via SmartHub. To view real time outage data by county, municipality, or Zip Code, visit [adamsec.coop](http://adamsec.coop) and choose "View Outages" or visit Adams Electric's Facebook page at [Facebook.com/AdamsEC](https://www.facebook.com/AdamsEC).

Members may sign up to receive outage alert text messages or emails through their SmartHub account. Set notification preferences to confirm which messages you receive through different emails or phone numbers.

Remember, during major storms, calls increase and callers may experience busy signals or longer than normal waiting periods, but please keep trying.

Overnight, on weekends and on holidays, plus during periods of high call volumes, calls may be routed through our Cooperative Response Center call line, which will allow for additional dispatchers to answer your calls.

If the problem involves down wires or damaged poles or transformers, be sure to inform the dispatcher of this. You may first see a field team out assessing the damage done to equipment.

Before restoration work can begin, all hazards must be cleared. Using this information, work is then prioritized and a repair crew is dispatched, equipped with all the necessary materials to repair damage and restore power.

## Power Restoration Plan

When power interruptions occur, line crews work as quickly, yet safely, as possible to restore electricity to affected areas. It is impossible to correct all problems simultaneously, so those coordinating restoration efforts at the cooperative must choose which lines to fix first. Power lines are not always repaired based upon location. Repairs are often made first to lines that supply electricity to the most people.

Repair crews first make sure power is flowing from the large, high-voltage transmission lines that come directly from generating plants. These lines feed power to the co-op's substations which control the amount of electricity sent along main distribution lines (also called feeders) which often run near roads and can serve hundreds of homes.

Tap lines are smaller lines which branch off the main distribution lines to supply power to anywhere from 30 to 200 members. They are repaired after main distribution lines have been fixed. The tap line that supplies the largest number of people will most likely be addressed before clusters of smaller homes and businesses are re-energized.

Finally, electricity flows from the tap lines to individual service lines which normally connect one to five homes each. These are often restored to power in order of number of members served.



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For tips on weathering a storm, building a storm survival kit, keeping food fresh during an outage, generator safety and general electrical safety, visit Storm Central online at [adamsec.coop](http://adamsec.coop).

### Solutions for Blinks, Power Loss

While blinking lights in rural areas cannot be totally eliminated, your cooperative strives to continually improve service quality. Adams Electric regularly upgrades the lines, poles, and transformers which deliver power to you. This minimizes any power interruption due to aging or damaged equipment.

In your home, you can prevent blinks on digital clocks, DVD players and other electronic equipment that have battery backups. The built-in battery will continue to keep the correct time until power flow is restored.

If you use computers at home or at work and are concerned about data loss due to a power interruption, you may want to buy an uninterruptible power supply or UPS. An insurance program for electronics and appliances affected by power interruptions, called SurgeHELP, is available for purchase by members. The cost can be added to the monthly electric bill.

Battery backup systems will allow you to continue working for about 15 minutes after power loss. This is usually enough time to save your data, close your files and turn off the computer in good order. Another benefit of UPS systems is that they often filter out "line noise," similar to static on a telephone line, and improve the quality of currents reaching your computer system.

### If your power goes out...

1. Check your fuses or circuit breakers to be sure the problem is not in your home's electrical system.
2. Check with your neighbors to see if they have electricity.
3. Call 1-800-726-2324 and report the outage.

When you call, be prepared to give the dispatcher the phone number listed on your account, your name and address, your account number and details of the outage. (Were there any flashes of light, accidents, blinking lights or loud noises that happened before the outage?) If you are unable to get through, please try again.

Remember, outages may also be reported online by logging in to your account through SmartHub, the co-op's bill view/bill pay portal, either online or through the app. Please do not report outages via the co-op's social media platforms, such as Facebook and Twitter.

### Helpful hints during a power outage

- Visit [adamsec.coop](http://adamsec.coop) and choose View Outages for up-to-date outage information.
- Keep a flashlight with fresh batteries available.

- A battery-operated radio (with good batteries) will keep you informed about severe storms or locations of major problem areas.
- Keep refrigerator and freezer doors closed.
- If you live in an area with a high water table and you have a sump pump, turn it on. In addition, you may want to consider adding a battery-backup to your sump pump. This could prevent water damage in the event of an extended outage.
- Go to [adamsec.coop](http://adamsec.coop) and access "Storm Central" for more ideas and information.

### Frequently Asked Questions

1. Who do I call if an outage occurs? When you experience a power outage, report it by calling Adams Electric locally at 1-800-726-2324. Or report your outage through SmartHub, the co-op's online bill view/bill pay portal.
2. Who is CRC? In June 2014, Adams Electric began using Cooperative Response Center (CRC), a nationwide, cooperatively-owned, 24/7 dispatch center, to handle after hours member calls. CRC provides call handling and dispatch services to 415 member utilities and associate members in 44 states, representing nearly 7 million consumers.
3. What should I do if I see a downed line? If you see a downed power line, it is important to stay away from it and contact the co-op immediately. Please do not try to remove anything that might be tangled in the lines.
4. Why did a repair vehicle pass by my house without stopping? The crew may be en route to a location where immediate attention is required, such as live downed power lines; they may need to inspect equipment along your main line; or they may need to return to a district warehouse for additional supplies.
5. Will I be compensated for my power being out? No electricity is being consumed while the power is out, so your meter will not register any consumption to be billed.
6. How long will food in my refrigerator/freezer last if the power goes out? If electric power is interrupted, food in a refrigerator can keep four to six hours. Do not unnecessarily open the refrigerator door. Also avoid opening the freezer. Food will stay frozen in a fully loaded freezer for 36 to 48 hours if the doors remain closed. If the freezer is half-full, the food will generally keep 24 hours. Moving meats, cheeses and milk to the freezer will help keep them colder and will help to fill up your freezer section. You may also want to wrap a blanket around your fridge/freezer to help insulate and preserve the temperature inside. If thawing meat has ice crystals and is cold, it may be re-frozen. If there are no ice crystals, cook meats immediately and freeze the food after cooking it. Discard any thawed food that has risen to room temperature and remained there more than two hours.

For questions on the safety of meat and other foods, call the U.S. Department of Agriculture's toll-free hotline at 1-800-674-6854 or email [mph hotline.fsis@usda.gov](mailto:mph hotline.fsis@usda.gov).

# MY RATES

## Main Residential Rate Categories Explained

Adams Electric's main residential rate categories are listed below. You can determine how much you are paying per kilowatt-hour (kwh) of electricity by looking at your bill and adding together the rates listed for Energy Supply and Distribution and dividing by the kwh used. In addition to the charges, your bill will include a monthly access charge and may also include a Wholesale Power Cost Adjustment (WPCA) to offset seasonally higher power supply costs. It can also pass savings back to you when energy supply costs drop.

## CODE DESCRIPTIONS

### RES01

Residential: Residential, farm, mobile home and small commercial accounts using standard single-phase service for power, with less than 50 kw demand. This rate also includes public buildings, schools, churches, municipal halls, etc.

### RSE14

U-Shift Off-Peak: Residential and small commercial accounts that allow the co-op to interrupt power to appliances, operated by a separately-metered subpanel, during periods of high demand for power. Mem-

bers install the subpanel and meter base at their cost. The co-op installs a meter on the subpanel at no cost to the member.

### RDG21

Residential Distributed Generation: Residential, single-phase service that self-generates using a Distributed Generation (DG) system with less than 25 kw of generation. The DG system needs to meet cooperative requirements. The cooperative will install metering to register energy flow in both directions.

### RST13

Time-of-Day: An option for residential and small, single-phase commercial accounts with less than 50 kw of demand. (At least 65 percent of use should be off-peak.)

- On-Peak hours: 7 a.m. to 7 p.m., Monday-Friday.
- Off-Peak hours: Hours that are not listed as "on-peak," including these major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

*For specific rate information, please view the rate schedule at [adamsec.coop](http://adamsec.coop) or contact the cooperative.*



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## U-Shift, U-\$ave

Your cooperative operates a unique load management program to help reduce expensive demand peaks throughout the year. This program is voluntary and saves the co-op hundreds of thousands of dollars each year in avoided power purchases. Members who help the cooperative reduce its power cost by allowing a U-Shift switch to be installed on their electric water heater or central air conditioning unit are eligible for rebates and special rate incentives. Interruptible and off-peak residential electric bill rates are also available for retail rate incentives.



### U-Shift, U-\$ave Initiatives

**U-Shift Water Heating** asks members to allow switches to be installed free of charge (a \$215-value) on their electric water heaters and earn a monthly bill credit. Rebates are offered to members who buy new water heaters and allow a switch to be installed on it. Rebates are also available for those with already installed electric water heaters who decide to join the program.

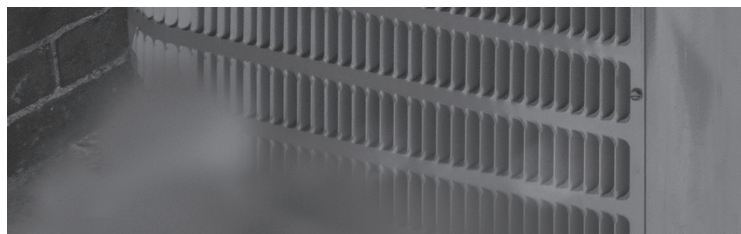
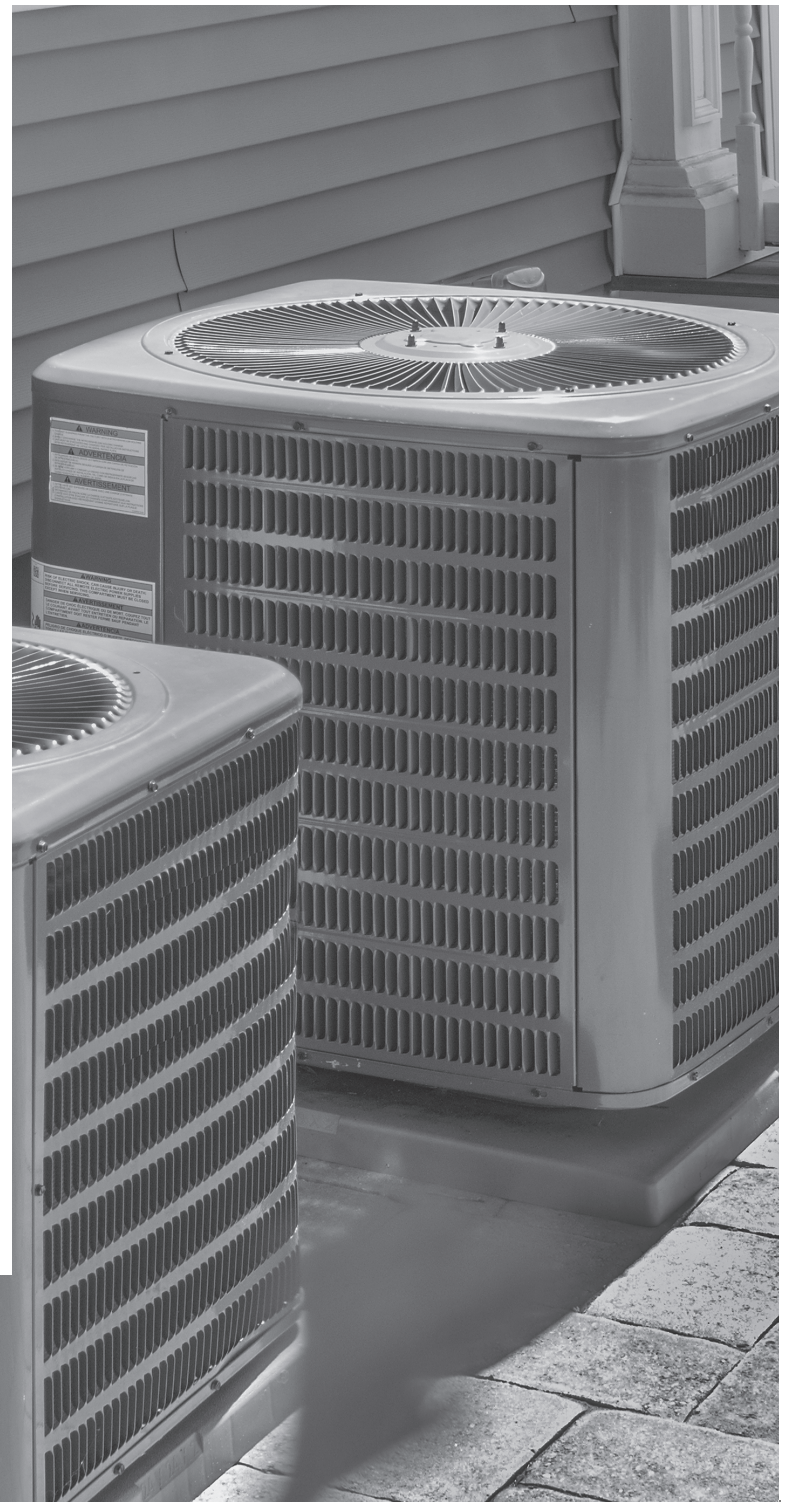
**U-Shift Air Conditioning** asks members to allow switches to be installed free of charge (a \$215-value) on their heat pumps and central air units and earn a bill credit for the months of June, July and August.

**U-Shift Off-Peak Rate** asks members to install a separate subpanel and meter base (at their expense), but then provides about a 42 percent rate reduction for all the electricity that flows through that subpanel.

**U-Shift Turn Off, Turn Up** asks members to turn off major appliances and turn up their thermostats a few degrees on the hottest weekday afternoons between the hours of 1 and 7 p.m. These include dishwashers, and washers and dryers. Members are asked to use the microwave or barbecue grill to cook their meals during those critical hours.

For more information, visit [adamsec.coop](http://adamsec.coop) and click on "U-Shift, U-\$ave."

*Note: Rates and credits are subject to change at any time and at times without notice. In addition, Adams Electric cannot guarantee the duration of any U-Shift interruption period, due to the ever-changing nature of electrical demands on the power grid, which provides power to the co-op's substations and metering points. Members participating in the U-Shift incentives must understand that periods of interruption may be extended due to emergencies and other unforeseen circumstances on the co-op's distribution system and the energy supply grid.*





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# MY SAFETY

## Call 8-1-1 Before You Dig

This underground line location service can be used anywhere in the days prior to digging and the call will be routed to a local "One Call" center. The proper utility will be alerted to mark its underground lines, pipes and cables so members may safely dig. Members may also call toll-free 1-800-242-1776. Please allow a minimum of three days for line location.

## Electric Service Installations

This guide is for anyone performing or planning electrical installations in the co-op's service area. This guide does not supersede the National Electrical Code or any state, county or borough laws or ordinances that might presently, or in the future, be in effect. A copy is available at [adamsec.coop](http://adamsec.coop).

## Generator Safety

Adding a standby generator to the electrical system of a home, farm or business requires a suitable transfer switch to disconnect the electric loads from the power supplier's utility grid. This prevents the backflow of current onto the utility's lines, which could electrocute line workers trying to restore power or anyone else who may come into contact with downed power lines. It also prevents damage to the generator when regular electric service is restored. Call 1-800-726-2324 for assistance.

- Consult a licensed electrician to select the right generator for your home or business. Make sure it meets national and local safety code requirements.

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- Read and follow the manufacturer's instructions for safe operation. Never connect a generator directly to your electrical circuits. It is important to have a certified electrician install a power transfer switch.
- Check that all generator parts, the exhaust system and cords are in good condition. Check the battery on electric-start models and change the oil regularly.
- Use an Underwriters Laboratories (UL) listed double-pole, double-throw switch or Interlock switch to connect to a home.
- Never use a generator indoors. Use only in a well-ventilated area to reduce risk of inhaling harmful fumes.
- Always use a Ground Fault Circuit Interrupter (GFCI) in damp or highly conductive areas.
- Do not overload your generator, and use only appropriate power cords for connecting appliances.
- Test the generator on a regular basis.
- Never refuel a generator when it is hot and make sure you store fuel away from the generator. Remove the gasoline from portable generators when not in use.
- Turn off all equipment powered by the generator before shutting down the generator.

## High-Voltage Safety Demonstrations

Adams Electric offers a mobile, high-voltage electric safety demonstration and safety equipment display on a trailer for on- and off-site demonstrations. These presentations are scheduled for school groups, emergency



service workers and other clubs and organizations. A minimum of 20 attendees is preferred. Please call 1-800-726-2324 to schedule.

### **Low-Voltage Safety Demonstrations**

The co-op has a table-top safety demonstration geared for elementary students. Employees can visit a location to present the demo along with a safety video and a showing of line worker safety equipment. This program is also available to camp groups, clubs and other youth organizations. A minimum of 20 attendees is preferred. Please call 1-800-726-2324 to schedule.

### **Area Lights**

The co-op offers LED fixture area lights to members. These lights are not metered, but are billed at a monthly fee per light. There is also an additional charge if a pole or transformer must be set for light installation. Contact the co-op for more information.

### **Stray Voltage Reduction (Earth-to-Neutral)**

While power levels as low as one-half volt may pass unnoticed by humans, many domestic or farm animals may be sensitive to such levels of voltage. If you suspect such a situation, contact Adams Electric for help in resolving the problem.

### **Surge Protection and Insurance**

A line of high quality power surge protection products is offered by the co-op to help protect a member's home electronic items from surges through electric, phone and cable or satellite dish lines. The products also include protection for major appliances. Monthly surge protection insurance is offered through SurgeHELP. Visit [adamsec.coop](http://adamsec.coop) for more information.

### **Vegetation Management**

The current vegetation management program, a four-year cycle, not only helps prevent outages due to trees falling on lines, but also improves safety and allows crews to more quickly access problem areas and make repairs. Maintaining and managing the areas in which Adams Electric poles, facilities, and other system equipment is located is very important and involves the clearing, cutting, and/or trimming needed in the full right of way areas, which includes not just up and around the power lines, but also, for example, under the lines, on the ground, underbrush, and to the sides of the system facilities and equipment.

If you have a tree on your property that could cause a power outage, contact Adams Electric. Someone will visit your property for an evaluation. The member is responsible for debris that is generated by storm damage and resulting restoration efforts, as well as debris left behind from regular maintenance. While vegetation crews may

split the trimmings into manageable lengths, they will not grind out or remove stumps.

If your property is on the route for the year's cycle, you will be notified in two ways. A few months before work is scheduled at your property, you will receive a post card notification by mail. No further action is needed. Closer to the work date, a representative from a tree trimming contractor crew will visit your property to either discuss or leave notice of the work to be done.

If a member is planning to remove a tree near a co-op line, call the cooperative for advice. In some instances, the cooperative may de-energize the line to permit a safer removal process.

### **Electrical Safety Tips**

- Don't nail anything to utility poles — it's illegal, and it could cause injuries to line personnel.
- Don't touch loose wires — there's no safe way to tell if they may still hold a charge.
- Don't plant trees under power lines — they may grow into the wire(s) and may cause outages.
- Don't plant anything within four feet of the sides and back of a pad-mounted transformer or within 10 feet of the front — line workers need space around transformers to work if there is a problem.
- Don't climb trees that are in close proximity to power lines and equipment.
- Don't fly kites near power lines — you could be electrocuted if the kite or string come in contact with a wire.
- Don't hold an electric appliance when your hands are wet or while standing in water.
- Don't touch a damaged electric appliance, plug or wire.
- Never touch any appliance while in the bathtub or shower.
- Never put a metal object, such as a knife, into an appliance without first unplugging the appliance.
- Never put anything into an electrical outlet except a plug.

### **Renewable Energy**

Always contact an Adams Electric safety/energy use specialist before you have any renewable energy project installed at your home or business. For your safety, never activate or work on renewable energy equipment yourself. Have a professional install, connect and repair the system.

### **Planning for New Construction?**

Never construct a building directly under a power line. Such practices are strictly prohibited by Adams Electric. They limit the cooperative's ability to respond to outages and to reconstruct line. Such building practices are also extremely dangerous.

If you have questions concerning this issue, a representative from the cooperative will advise you on correct and safe practices regarding building construction.



# ELECTRIC CO-OP LINGO DEFINED

- **Amp** - The abbreviated term for ampere commonly used to indicate the size of circuit breakers and fuses.
- **Circuit** - A conductor, such as wire, through which electric current flows; also the path electric current takes from the power source to the device using the power and then back to the source.
- **Circuit recloser** - A device that protects an electric line by momentarily interrupting service when a fault occurs, then restores power automatically when the fault is cleared.
- **Demand** - The rate at which electric energy is delivered to a system. The primary source of demand is the power-consuming equipment of the members.
- **Distributed Generation** - An energy-source system which generates electricity as an alternative or enhancement of the traditional electric power system.
- **Dual-Fuel Heating** - A system which combines a fossil fuel heat source and an electric heat pump.
- **Electric Thermal Storage (ETS)** - A type of heater that uses electricity during off-peak periods to store heat in an insulated cabinet. The stored heat is released when needed.
- **Energy Efficiency Rating (EER)** - A measure of how efficiently an appliance uses energy, determined by dividing the BTU per hour output by the number of watts used. A higher EER means greater efficiency.
- **Geothermal System** - A highly efficient heat pump which uses earth-coupled loops to heat and cool a home or business.
- **Heat Pump** - A system that heats in winter by extracting heat from outside air and moving it into the building. It reverses the cycle in the summer to provide air conditioning.
- **Kilowatt (kw)** - A unit of electrical power equal to 1,000 watts.
- **Kilowatt-Hour (kwh)** - Unit of electrical energy equal to one kilowatt acting for one hour.
- **Line** - A conductor of electricity.
- **Load** - The amount of electric power delivered or required at any specific point on a system. Load originates at residential power-consuming equipment.
- **Megawatt (mw)** - 1,000 kilowatts or 1 million watts.
- **Meter Tampering** - The unlawful and dangerous practice of interfering with the operation of a meter, generally to avoid paying for electricity used. This is a prosecutable offense.
- **Off-Peak Power** - Power supplied during periods of low system demand.
- **On-Peak Power** - Power supplied during periods of high system demand.
- **Outage** - Interruption of service to an electric consumer because a power plant, transmission line or other facility is not operating correctly.
- **Photovoltaic (PV)** - A method of generating electrical power by converting solar radiation into a direct electric current.
- **Renewable Energy** - Energy which comes from natural resources such as sunlight, wind, rain, tides, and geothermal heat, which are naturally replenished.