

Scheduling Procedure for Disconnection / Reconnection of Secondary Electric Service

This scheduling procedure is only for the disconnection / reconnection of the secondary electric service provided by Adams Electric Cooperative ("Adams Electric") to its Members.

It is the practice and determination of Adams Electric that no one is authorized or permitted to perform a disconnection or reconnection of the secondary electric service provided by Adams Electric (including, but not limited to, working on the electric meters and meter seals owned by Adams Electric), except for:

1. Authorized employees of Adams Electric; **and**
2. Authorized contractors hired by Adams Electric to perform work for Adams Electric; **or**
3. In the event of (and only in the event of) an emergency need for disconnection of the secondary electric service at the meter or at the service drop (weatherhead):
 - (a) An "emergency need for the disconnection of the secondary electric service" is a situation in which:
 - i. there is an immediate danger of injury or harm to life, body, and/or property; and
 - ii. a qualified third-party can, as stated directly below in 3(b), resolve the emergency by disconnecting the service at the meter or at the service drop (weatherhead).
 - iii. This does not include disconnection of the service at the transformer.
 - (b) If an emergency arises and a qualified third-party (someone other than an Adams Electric employee) determines in their own judgment, at their own risk, and at their own responsibility, that they can safely and properly secure the situation and scene and resolve the emergency by disconnecting the secondary electric service at the meter or at the service drop (weatherhead), then that third-party may do so.
 - (c) In the event such a qualified third-party performs such an emergency disconnection at the meter or at the service drop (weatherhead), they must immediately contact and report the incident to Adams Electric as soon as the scene has been safely and properly secured, and shall provide their names (all those involved), company name, contact information (phone / address), and details of the situation.

Members of Adams Electric do not own any of the electric facilities and equipment of Adams Electric. Members are not permitted to work on any electric facilities or equipment of Adams Electric, nor can members authorize or give permission to a contractor or anyone else to do such work.

If an unauthorized person, including, but not limited to, Adams Electric members or their contractors, perform any disconnection or reconnection of the secondary electric service provided by Adams Electric (except for an emergency disconnect at the meter or at the service drop, as stated above):

- That conduct is a violation of Adams Electric's practices and the restrictions stated herein.
- That conduct is a violation of Adams Electric's governing documents, including without limitation the bylaws of Adams Electric.
- That conduct is a trespass against, and/or conversion of, Adams Electric's property or property that it operates and for which it is responsible.

- Costs, expenses, fees, charges, and penalties may be charged by Adams Electric against those who performed or improperly authorized the unauthorized work:
 - For a current and active Adams Electric member who (not their contractor or agent) directly engages in the unauthorized work at their own service account location, the member may be charged according to the current Fee Schedule of Adams Electric, as such Schedule may be changed, modified, or amended from time to time by Adams Electric in its sole discretion. The current Fee Schedule of Adams Electric can be viewed under “My Publications” on the Adams Electric Cooperative website.
 - For anyone else who performs unauthorized work, including without limitation any contractor performing services for an Adams Electric member, Adams Electric may charge such unauthorized persons, contractors, and/or entities: (i) costs and expenses based upon time, material, and/or any other costs or expense incurred by Adams Electric and/or (ii) other applicable fees, charges, and/or penalties, for or relating to such unauthorized work.

Adams Electric reserves all rights and may pursue all available legal remedies, including without limitation for trespass, conversion, declaratory judgment, and/or injunctive relief.

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To schedule for the disconnection / reconnection of the secondary electric service provided by Adams Electric:

- (a) At the meter;
 - (b) At the service drop attachment (weatherhead); or
 - (c) At the transformer.
- You must call at least three (3) full Adams Electric business days in advance.
 - An “Adams Electric business day” is Monday through Thursday, except for Adams Electric recognized holidays.
 - Example:
 - A scheduling call is placed to Adams Electric on a Monday;
 - The 3 full business days’ advance notice (lead time) are the Tues., Wed., and Thur. of that week;
 - Adams Electric personnel may then, subject to the parameters of this written practice and procedure, be scheduled as of the following Monday, which is the next Adams Electric business day following the 3 full business days’ lead time.
 - If the proper 3 full business days’ lead time is met, then Adams Electric will have scheduling availability to offer following the required lead time, but availability for a specific time frame is not guaranteed. It is the requesting person / caller’s obligation to work their schedule into the availability of Adams Electric for what is available (for example, the caller may desire 10:30 a.m. or 2:30 p.m. on a given day, but Adams Electric may have availability for only 8:00 a.m. and 1:00 p.m.). We suggest scheduling with

Adams Electric first and, for example, prior to a contractor scheduling its work at an Adams Electric member's home.

- 8:00 a.m. – 4:00 p.m. is the time frame on Adams Electric business days during which appointments for Adams Electric personnel are scheduled under this scheduling procedure.

If Adams Electric is properly and timely contacted, informed, and scheduled, and no unauthorized disconnection and/or reconnection of the secondary electric service is performed, then no fees, charges, or penalties are charged by Adams Electric for its time and work to disconnect / reconnect.

Any appointment requested and scheduled on an Adams Electric business day for a time prior to 8:00 a.m. or after 4:00 p.m. shall be "outside regular appointment hours" and there may be fees and charges by Adams Electric for such appointments.

- It is possible that Adams Electric may be able to accommodate a scheduling request earlier and within the required 3 full business days' lead time, depending upon availability of Adams Electric personnel with respect to other operational needs and system work. To the extent a request can be accommodated earlier, it does not change or alter the required 3 full business days' lead time for any future scheduling calls.
- A scheduling request may be made for outside of regular Adams Electric business days or for outside regular appointment hours (all still subject to this written practice and procedure), to include: (i) Fridays, Saturdays, and Sundays; (ii) Adams Electric recognized holidays, and (iii) prior to 8:00 a.m. or after 4:00 p.m. on regular Adams Electric business days of Monday – Thursday. Adams Electric will seek to schedule and accommodate those requests, with the requesting party required to pay in advance for the time and materials for the work.

NOTE – Adams Electric may need to reschedule. After a date and time has been properly scheduled, it is possible that circumstances may arise, and may arise at the last minute, under which Adams Electric in its sole discretion and judgment and for its operations may need to reschedule with you. In that event, Adams Electric will contact either the property owner, contractor, or other contact point.

Those circumstances may include, but are not limited to, operational matters, outages and power restoration needs, weather events and/or weather-related delays or circumstances, unexpected need for system repairs and maintenance, and/or rendering mutual assistance (aid) to other electric utilities.

NOTE – Adams Electric may need to require more than 3 business days' lead time. The scheduling requirements and parameters stated here are with respect to routine day-to-day operations of Adams Electric. Adams Electric, in its sole discretion and judgment and for its operations, may adjust these stated scheduling requirements on a case-by-case basis and at the time of a scheduling request require additional lead time beyond the 3 full business days, including but not limited to instances of:

- (a) Outages and power restoration needs;
- (b) Weather events and/or weather related delays or circumstances;
- (c) Unexpected need for system repairs and maintenance
- (d) An influx or high volume of third-party contractor, member, or other requests for scheduling;
- (e) Rendering mutual assistance (aid) to other electric utilities;

- (f) Adams Electric company or personnel functions and events; and/or
- (g) Other operational, similar, or non-routine circumstances.

Adams Electric may change, modify, or amend its practices and determinations and/or the restrictions stated herein, this disconnection / reconnection scheduling procedure, any other part or aspect of this document, and/or the related costs, expenses, fees, charges, and/or penalties referred to herein, at any time, without notice, and in its sole discretion and judgment. It is the obligation of all contractors, members, third-parties, and any others to whom this applies to check regularly for any such changes, modifications, or amendments.

Contact information for Adams Electric:

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

Telephone: 1-800-726-2324

View the current Fee Schedule of Adams Electric Cooperative under “My Publications” at adamsec.coop.