



# Secondary Underground - New Installation

Standard  
Operating  
Procedure

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### 1.0 Purpose

This SOP provides:

- A standard for the installation of underground secondary in the SaskPower distribution system

### 2.0 Roles and Prerequisites

Role(s)	Quantity Required	Prerequisites
SaskPower Employee(s) and Authorized Contractors	1 or more	1. Review and understand the requirements of this SOP

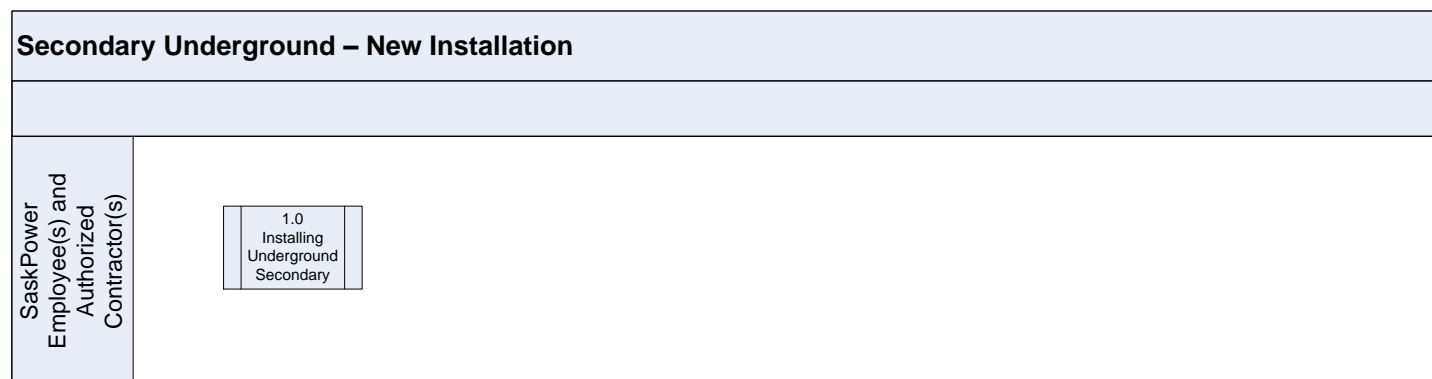
### 3.0 Tools and Equipment

**Minimum Tools and Equipment Required:**

- N/A

### 4.0 Procedure

**High Level Flowchart**



#### The Procedure

The following requirements shall be met prior to the start of this procedure:

- Complete Hazard Aspect and Risk Assessment including public access
- Availability of splitter or meter box
- Applicable Personal Protective Equipment (PPE) is available and in good condition
- Environmental screening complete

**Note:** The preferred method is to install secondary cable when the customer service entrance is available. However there are instances where it makes sense to install the secondary cable before the customer service entrance is available.

For Dedicated Services (Only one customer to be supplied service by SaskPower), it is acceptable to terminate the secondary at both ends providing the Primary Barrels and risers are removed and the pole is tagged with an information tag.

## 1.0 Installing Underground Secondary

### 1.1 Steps to install underground secondary

#### 1.1.1 Install secondary cable(s)

- *Trench, bore or Hydro-vac the location for the underground secondary*
- *Ensure the cable is marked with an approved tag so that it can be identified as required at a later date*
- *The cable shall be tagged with the service address*
- *Where the customer service entrance is not available (Ie: new subdivisions with front street construction, the ends of the cable(s) shall be left in the isolated state, capped and taped*
- *In order to leave the secondary for future use it is to be left as per the current construction standards*
- *A marker ball is required to be left with the cable(s) to assist in locating them when the service is to be completed at a later date*
- *If the energization sticker is present on the customer splitter or meter box, the cables may be terminated at both the load and the source side and energized*
- *Where the cable is terminated at the customer location and the required energization sticker is not present, the service shall not be energized. The cable shall be left in the following state at the source location (Ie: Pole mounted, Padmount or pedestal):*
  - *Tagged to indicate the location it is serving*
  - *Prepared for energization to enable the connection when the service is ready to be connected*
  - *Capped and taped to prevent moisture*
  - *Secured in such a way that the cable cannot inadvertently contact any energized apparatus*

- **Note:** It is important to understand that when Secondary is not being terminated in the required splitter or meter box, that it must be left in a safe manner so the public cannot contact it. This serves two purposes:

- To protect the public from contact with our facilities
- Prevents vandalism and theft of our cable



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### 5.0 Components

The following is a list of components for this SOP which can be accessed through the SOP System:

Component Name	Component Type	Component Description	Location of Component
Secondary Underground - New Installation Flowchart	Flowchart	A high level flowchart for this procedure	SOP Online - SOP Bundle: Secondary Underground - New Installation

### 6.0 Acronyms, Definitions and Symbols

Acronyms and Abbreviations

N/A

Definitions

N/A

Symbols

N/A

### 7.0 Policies and Regulatory Requirements

This SOP is a result of the following regulations, policies, industry standards, and corporate directives and standards:

Regulatory Requirement(s)

- Occupational Health and Safety Regulations, Section 453

Policies

- N/A

Standards

- N/A



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### Other

- Environmental Best Management Practices

## 8.0 References

### References

N/A