

NOTICE TO ALL ELECTRICAL CONTRACTORS

WORKING WITHIN MASSACHUSETTS ELECTRIC'S SOUTHEAST DISTRICT TERRITORIES

In an effort to contribute to overall efficiency, the following Information & Requirements highlights have been provided to every electrical inspector's office within our Southeast District. For your convenience, extra copies of this document are provided to each inspector's office.

- **A Service Request number is required when installing new or temp services, performing upgrades or repairing weatherheads, SE cables or sockets. Company approval should be gained *before* work begins. Late applications can delay service connections.**
- **Direct Calls for SRE applications are recommended. Faxes must be neat, complete, accurate & include phone numbers we can reach you with, or delays may result.**
- **Meter unlocks require 24 hrs. notice and are made via the SRE Line or Customer Service. Give reason & SRE# (if applicable). You must notify Massachusetts Electric when you are done.**
- **Bypassed & jumped sockets require company approval. Those not approved will be secured without notice when found.**
- **Self-contained sockets for commercial *or* common area "house" circuits require single handle, manually operated lever bypasses with locking jaws.**
- **Ganged sockets require correct labels before meters are installed.**
- **7 terminal sockets are *not* authorized on self contained Delta Svcs.**
- **For proper registration, network style connections from 3 phase-4 wire systems *require* a 5th terminal at the 9 o'clock position; connected to system neutral.**
- **Specifying the SRE# on your permit speeds SRE processing and service connection.**

Please call our office with any questions you may have. Thank you!

For Your Reference

Main Customer Service number:	1-800-322-3223
Massachusetts Electric Website:	www.masselectric.com
Service Request Applications (direct call, <i>preferred</i>)	1-508-482-1351
Service Request Applications (fax number)	1-508-482-1350