



Natural Gas Service

Durango Office:
P.O. Box 2750, Durango, CO 81302
45 Stewart St, Durango, CO 81303
Phone: (970) 247-5786

Pagosa Springs Office:
P.O. Box 305, Pagosa Springs, CO 81147
603 S 8th St, Pagosa Springs, CO 81147
Phone: (970) 247-5786

Natural Gas Work Order

Below is a checklist to assist you with your new construction project:

In order to expedite the assignment of your job to a staking engineer, complete the following:

- Property owner to complete and sign the "Application for Work Order" with accurate Service Address (assigned by the county)
- Complete the "Load Data Sheet", which contains crucial information to ensure an appropriately designed electric service
(if you need assistance filling out this form, consult with your electrician)
- Pay the required Design Fee (Credit card payments are not accepted for New Construction) \$700 non-refundable
- Operating Agreement

Submit the above by mail or at the office in Durango or Pagosa Springs.

Upon receipt of the above, the first available staking engineer will contact you to arrange an appointment to meet at the site to discuss your job. Please make sure property pins are in place or property boundaries are marked prior to this meeting. After the on-site meeting, the staking engineer will draw your job, compute the construction estimate, and contact you. (NOTE: The estimate you receive is good for 30 days.)

Job will be released to construction for scheduling after the following are completed:

- Sign and notarize necessary easements and contracts
- Pay construction estimate (credit card payments are not accepted)
- Contact LPEA at (970) 247-5786 and ask to speak with the Line Superintendent, in Durango (La Plata County) or Pagosa Springs (Archuleta County), to coordinate scheduling for construction before you start trenching or clearing right-of-way. Be sure to reference your LPEA Work Order Number when you call.
- Clear right-of-way as required.

For Underground Line Extensions

Prior to digging trench, obtain:

- Existing underground utility locations with the Utility Notification Center of Colorado at (800) 922-1987 or 811
- Any required excavation permits
- Verify that trench location will be within dedicated right-of-way
- Dig your trench. All trenching must be per LPEA specifications. **(A \$600 fee will be charged to the customer if LPEA construction crews show up at the job site and the trench is not ready or if trench does not meet NESC depth specifications.)**

Notify the LPEA Line Superintendent that you are ready for construction to proceed.

LPEA extends line and installs electrical facilities to metering point. **You are responsible for everything past the metering point.**

Contact Colorado State Electrical Inspector to inspect your service; www.dora.state.co.us/electric

Contact LPEA to have your meter installed after:

- Trench has been backfilled (if underground electrical facilities are installed)**
 - Your service has been inspected and green-tagged by the Colorado State Electrical Inspector
 - Call La Plata Electric at 970-247-5786 with permit # from Colorado Electrical Inspector
- LPEA will energize line and meter.

LA PLATA ELECTRIC ASSOCIATION, INC.

Application for Work Order
Natural Gas Industry

Revised 09/22/2022

Company Name: _____ Authorizing Agent: _____
Site Name: _____ Work Phone: _____
Service Address: _____ Cell Phone: _____
City: _____ Billing Address: _____
E-mail Address: _____ City/State: _____ Zip: _____
Township: _____ Range: _____ Section: _____ Tax ID#: _____
Locked Gate: [] Yes [] No Notes: _____
Service is: [] Existing [] New
Business is: [] Corporation [] Partnership

Applicant to provide easement (s)

Name of ROW Company: _____ Agent's Name: _____ Phone: _____

LPEA to obtain easement (s): _____

The undersigned (hereinafter called the "Applicant") hereby applies for and agrees to purchase electric energy from the La Plata Electric Association, Inc. (hereinafter called the "Association") upon the following terms and conditions:

- 1. The Applicant will comply with and be bound by the provisions of the Articles of Incorporation and Bylaws of the Association, and such rules, regulations, and policies as may periodically be adopted by the Board of Directors of the Association.
2. The Applicant agrees, when electric service is available to these premises, to pay the monthly charge in accordance with the applicable rate schedule. Applicant understands and agrees that the Association's responsibility does not extend beyond the point of the Applicant's ownership of the Applicant's service wires with the exception of the electric meter or pre-pay metering and associated equipment.
3. The Applicant hereby agrees to support and assist the Association in obtaining the right, privilege and easement to construct, operate and maintain the necessary electric facilities together with full right of ingress and egress, as may be necessary to extend and maintain this service.
4. The Applicant hereby also grants the Association the right to cut and trim trees and shrubbery to the extent necessary to keep them clear of the electric facilities.
5. The Applicant agrees to meet standards set forth under the Institute of Electrical and Electronics Engineers (IEEE) standard "519-1992—Harmonic Voltage and Current Limits."
6. Upon mutual acceptance, this application for electric service shall constitute a valid binding agreement between Applicant and the Association and shall continue in force until canceled by the Applicant with at least a twenty-four hour notice.
7. The Applicant agrees to pay a deposit with the Association, such service security deposit as is required by the rules and regulations of the Association.
8. If this agreement is for the installation of new service it should be noted that, if this agreement is cancelled subsequent to design and engineering, but prior to construction and connection of new electric service, the Applicant shall be held liable for all costs incurred by the Association in the performance of such activities.
9. The Association will schedule construction projects with the Applicant for a specific date upon request by the Applicant or their representative.
10. Once the project construction is complete, the Association may reconcile actual costs incurred on the project against the original estimate.
11. Unless Applicant also signs the Disclaimer of Membership below, this Application shall constitute an application for membership in the Association.

Owner/Officer _____ Applicant
Date: _____ Applicant

ROUND-UP AUTHORIZATION (OPTIONAL)

[] Yes, I wish to help our communities by rounding up my electric bill. Applicant Initials _____

DISCLAIMER OF MEMBERSHIP (OPTIONAL)

The undersigned hereby chooses not to become a member of La Plata Electric Association, Inc. As a customer of the Association, the Applicant agrees to comply with and be bound by the provisions of the Articles of Incorporation and Bylaws, as the same may periodically be lawfully amended.

NOT APPLICABLE (EXISTING MEMBER)

Date: _____



Durango Office:
P.O. Box 2750, Durango, CO 81302
Phone: (970) 247-5786 Fax: (970) 247-2674

Pagosa Springs Office:
P.O. Box 305, Pagosa Springs, CO 81147
Phone: (970) 247-5786 Fax: (970) 264-4327

Natural Gas Industry Load Data Sheet

Gas Utility Company _____ Property Owner: _____
 Service Address _____ Cell #: _____
 Name of Site _____ Work #: _____
 Type of Site _____
 Township, Range & Section T _____ N, R _____ W, S _____
 Gas Company Contact Person (print name) _____

Electrical Contractor _____ Phone: _____
 Electrician (print name) _____ Phone: _____

PROCEDURE FOR PROCESSING SERVICE REQUESTS

The following procedure has been established as the most efficient means to provide electric service in an orderly manner without delay. This procedure works best when all parties cooperate to provide accurate, complete, and timely data.

1. It is the responsibility of the Gas Utility Company or its Electrical Contractor to submit a completed Load Data Sheet to LPEA's Engineering Department for the proposed site. The request must provide sufficient lead-time for engineering, determination of charges and construction.
2. The Gas Utility Company or Electrical Contractor must include with all requests for service all information pertaining to **SECTION A** and **SECTION B** of this Load Data Sheet. Final service and meter location(s) shall be determined by LPEA's Engineering Department.
3. **Additional Charges:** LPEA designs to the specific information of this form. Significant changes may result in additional charges. Charges may include, but not be limited to, additional engineering, equipment or conductor change-out and incurred labor.

ON-SITE GENERATION

Total Proposed Generation _____ kW

ELECTRIC LOAD INFORMATION (Required Fields)

All services must meet IEEE 519 requirements

Main Disconnect Size _____ Amps _____ Volts _____ Phase(s)

SECTION A: Motor Load Data

		NEMA Code				NEMA Code	
1 PH	@	HP x (.746)	kW	3 PH	@	HP x (.746)	kW
1 PH	@	HP x (.746)	kW	3 PH	@	HP x (.746)	kW
1 PH	@	HP x (.746)	kW	3 PH	@	HP x (.746)	kW

Describe other loads: _____ kW

Total Connected Load _____ kW

NOTE: 1 phase motors over 10hp and 3 phase motors over 30hp may require assisted start and will be subject to engineering review for voltage flicker compliance. If Applicable fill out **SECTION B**.

SECTION B: Proposed Assisted Start Method (Fill out for each motor over assisted start limits above or if speed control is desired on motors)

<p>Motor Size _____ hp _____ phase</p> <p>VFD* _____</p> <p>Soft Start _____</p> <p>Phase Converter _____</p> <p>Other (Specify) _____</p> <p>*If VFD select style</p> <p>6 pulse _____</p> <p>12 pulse _____</p> <p>24 pulse _____</p> <p>Other (Specify) _____</p>	<p>Motor Size _____ hp _____ phase</p> <p>VFD* _____</p> <p>Soft Start _____</p> <p>Phase Converter _____</p> <p>Other (Specify) _____</p> <p>*If VFD select style</p> <p>6 pulse _____</p> <p>12 pulse _____</p> <p>24 pulse _____</p> <p>Other (Specify) _____</p>
<p>Motor Size _____ hp _____ phase</p> <p>VFD* _____</p> <p>Soft Start _____</p> <p>Phase Converter _____</p> <p>Other (Specify) _____</p> <p>*If VFD select style</p> <p>6 pulse _____</p> <p>12 pulse _____</p> <p>24 pulse _____</p> <p>Other (Specify) _____</p>	<p>Motor Size _____ hp _____ phase</p> <p>VFD* _____</p> <p>Soft Start _____</p> <p>Phase Converter _____</p> <p>Other (Specify) _____</p> <p>*If VFD select style</p> <p>6 pulse _____</p> <p>12 pulse _____</p> <p>24 pulse _____</p> <p>Other (Specify) _____</p>

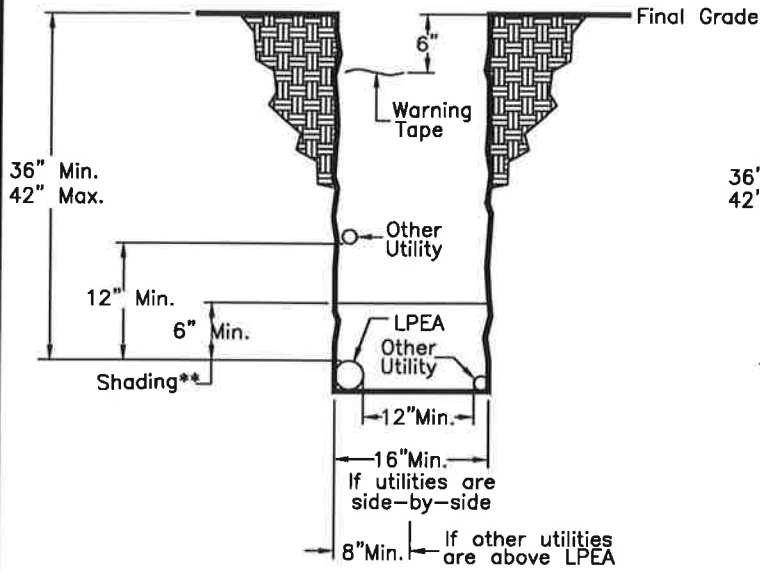
Type of Harmonic Mitigation (describe) _____

Electrician or
Customer Signature: _____ Print Name: _____ Date: _____

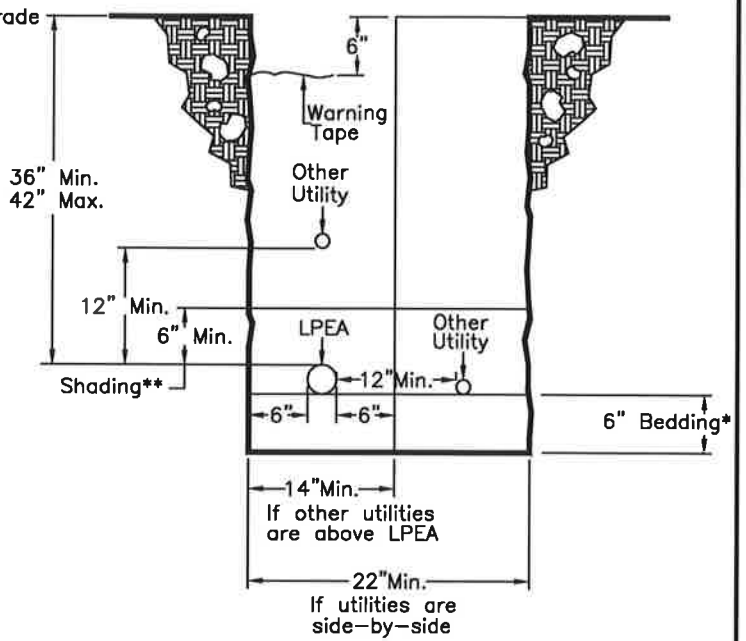
LPEA Staff Engineer Approval: _____ Date: _____

All fields of this form must be completed. If areas are left blank the form will be returned for the additional information. If you need assistance filling out this form, consult with your electrician.

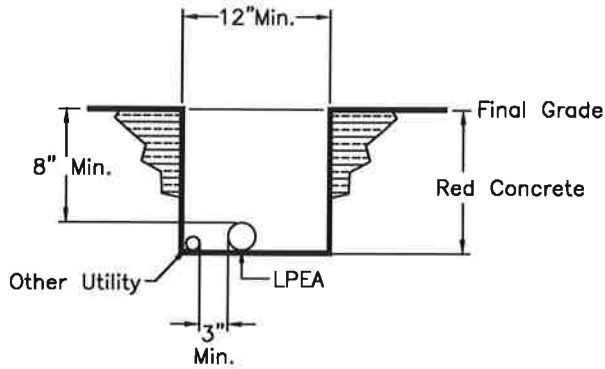
CLEAN SOIL



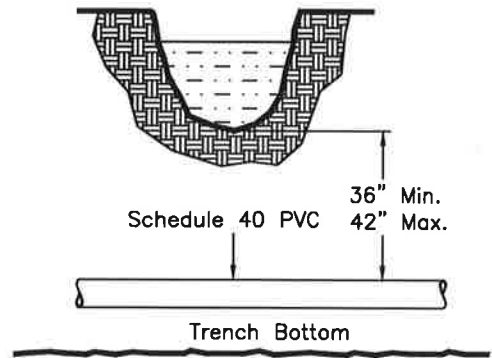
ROCKY SOIL



SOLID ROCK



IRRIGATION DITCH



NOTES:

- 3" GREY SCHEDULE 40 PVC SLEEVE REQUIRED ON ALL SINGLE PHASE ROAD CUTS.
- 6" GREY SCHEDULE 40 PVC SLEEVE REQUIRED ON ALL THREE PHASE ROAD CUTS.
- 6" HDPE PIPE WILL BE UTILIZED FOR ALL BORES

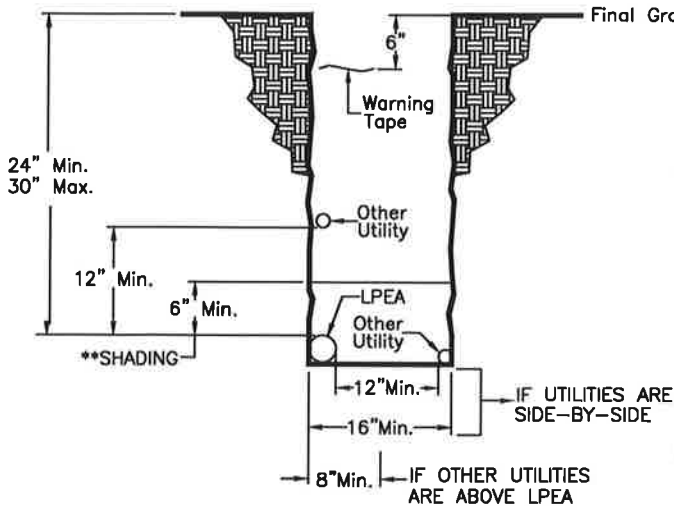
WARNING TAPE SUPPLIED BY LPEA; INSTALLED BY CUSTOMER.

* BEDDING (ROCK FREE DIRT OR SAND) TO BE SUPPLIED AND INSTALLED BY CUSTOMER.

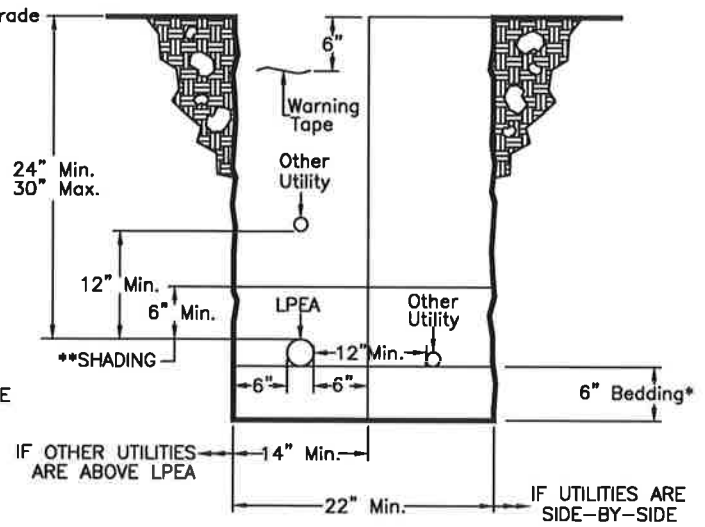
** SHADING (ROCK FREE DIRT OR SAND) TO BE SUPPLIED BY CUSTOMER; INSTALLED BY LPEA CREW. SHADING MUST BE SUPPLIED IN 20' INCREMENTS ALONG THE DITCH.

NO.	DATE	REVISIONS	APP'D	<h1 style="margin: 0;">LPEA</h1> <p style="margin: 0;">La Plata Electric Association, Inc.</p> <p style="margin: 0;">A Touchstone Energy Cooperative </p> <p style="margin: 0;">PO Box 2750 Durango CO 81302-2750 COLORADO 32 LaPLATA</p>	DRAWN JDD	<h2 style="margin: 0;">UG TRENCH AND BEDDING SPECIFICATIONS</h2> <p style="margin: 0;">PRIMARY</p>	
1	2/27/24		RMW		CHECKED		
				APPROVED			
				DATE 06/26/08			
				FILE NAME SPEC1.dwg			

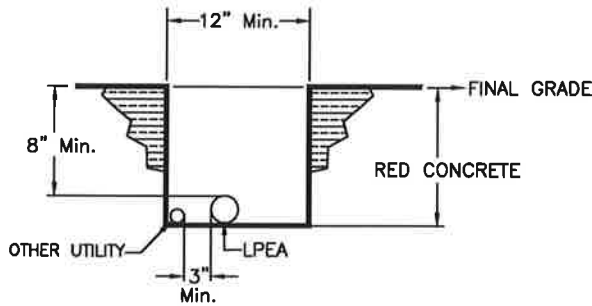
CLEAN SOIL



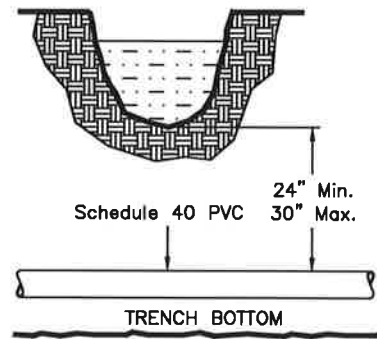
ROCKY SOIL



SOLID ROCK



IRRIGATION DITCH



NOTES:

- 3" GREY SCHEDULE 40 PVC SLEEVE REQUIRED ON ALL SINGLE PHASE ROAD CUTS.
- 3" HDPE PIPE WILL BE UTILIZED FOR ALL SINGLE PHASE BORES
- 6" GREY SCHEDULE 40 PVC SLEEVE REQUIRED ON ALL THREE PHASE ROAD CUTS.
- 6" HDPE PIPE WILL BE UTILIZED FOR ALL THREE PHASE BORES

FLOW FILL NOT ACCEPTED.

WARNING TAPE SUPPLIED BY LPEA; INSTALLED BY CUSTOMER.

SERVICES 400 AMP OR GREATER REQUIRE CONSULTATION WITH A STAKING ENGINEER REGARDING SECONDARY REQUIREMENTS.

SERVICES GREATER THAN 800 AMP WILL REQUIRE PARALLEL RUNS OF CONDUIT OF ADEQUATE SIZE FOR THE REQUIRED CONDUCTOR. CUSTOMER MUST CONSULT WITH STAKING ENGINEER.

- * BEDDING (ROCK FREE DIRT OR SAND) TO BE SUPPLIED AND INSTALLED BY CUSTOMER.
- ** SHADING (ROCK FREE DIRT OR SAND) TO BE SUPPLIED BY CUSTOMER; INSTALLED BY LPEA CREW.
- ** SHADING MUST BE SUPPLIED IN 20' INCREMENTS ALONG THE DITCH.

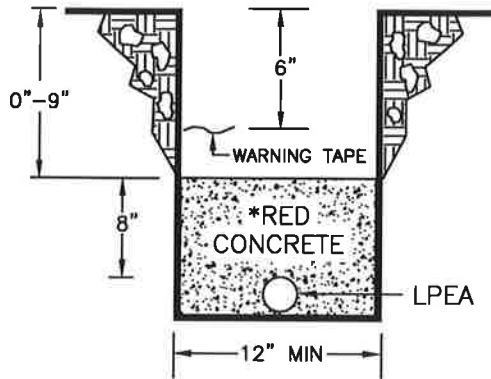
NO.	DATE	REVISIONS	APP'D
1	4/24/21	Removed suggested secondary wire type table	MAF
2	4/24/21	Corrected HDPE sizes on bores	MAF
3	4/24/21	Added required engineer consultation for services of 400 amps or greater	MAF
4	2/27/24		RMW

LPEA
 La Plata Electric Association, Inc.
 A Touchstone Energy Cooperative
 PO Box 2750
 Durango CO 81302-2750
 COLORADO 32 LaPLATA

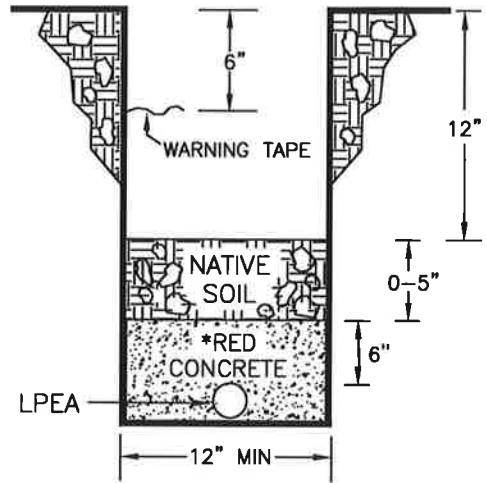
DRAWN JDD
CHECKED
APPROVED
DATE 06/26/08
FILE NAME SPEC2.dwg

UG TRENCH AND BEDDING SPECIFICATIONS	
SECONDARY	
SCALE NONE	DRAWING NUMBER SPEC 2

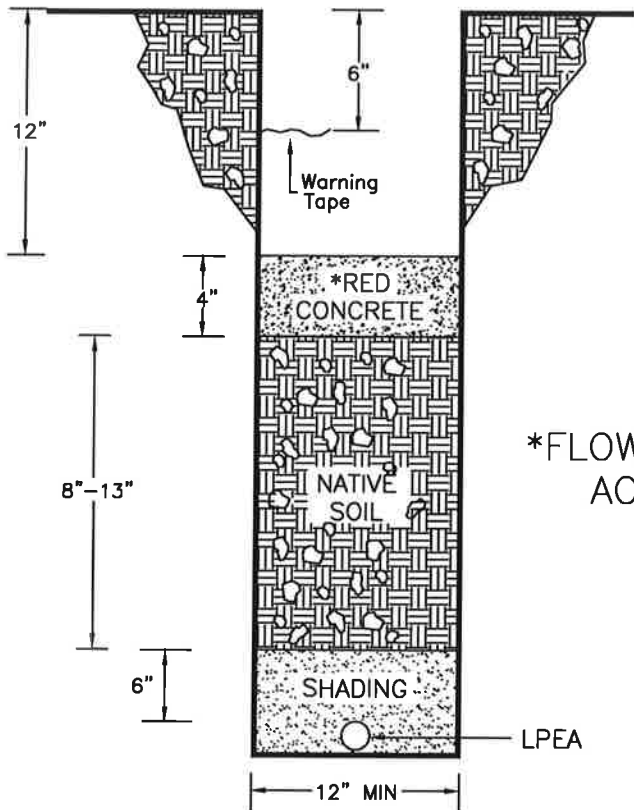
8" - 17" TRENCH DEPTH



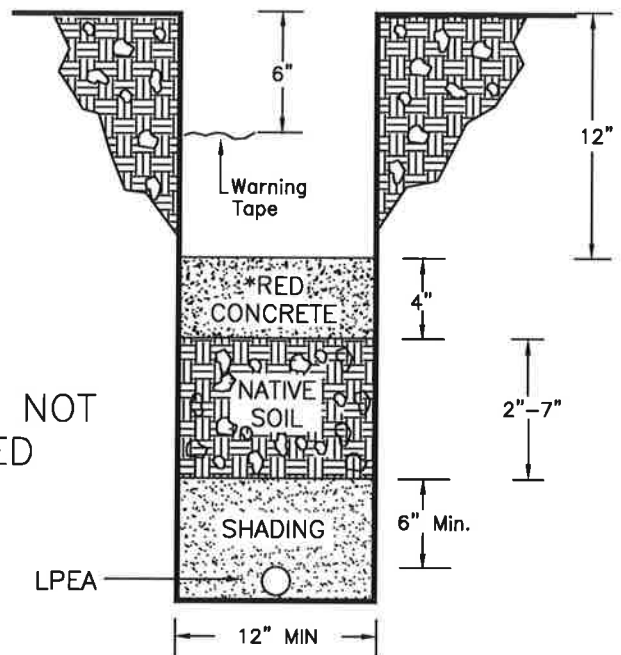
18" - 23" TRENCH DEPTH



30"-35" TRENCH DEPTH



24"-29" TRENCH DEPTH



***FLOW FILL NOT ACCEPTED**

NO.	DATE	REVISIONS	APP'D
1	2/27/24		RMW

LPEA

La Plata Electric Association, Inc.

A Touchstone Energy Cooperative

PO Box 2750
Durango CO 81302-2750
COLORADO 32 LaPLATA

DRAWN

MF

CHECKED

APPROVED

DATE

06/30/08

FILE NAME

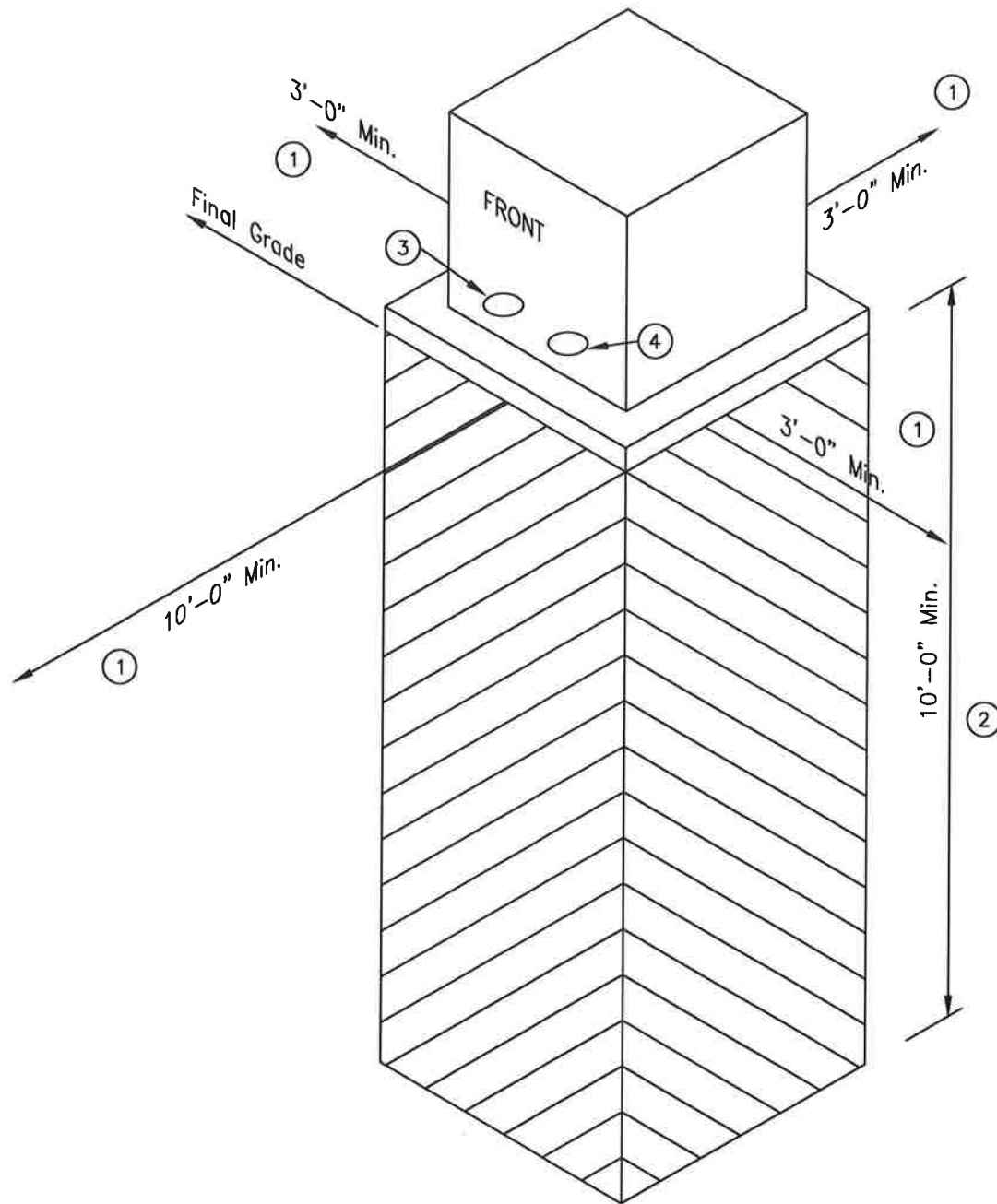
SPEC3.dwg

UG TRENCH SHALLOW DEPTH

PRIMARY / SECONDARY

SCALE
NONE

DRAWING NUMBER
SPEC 3



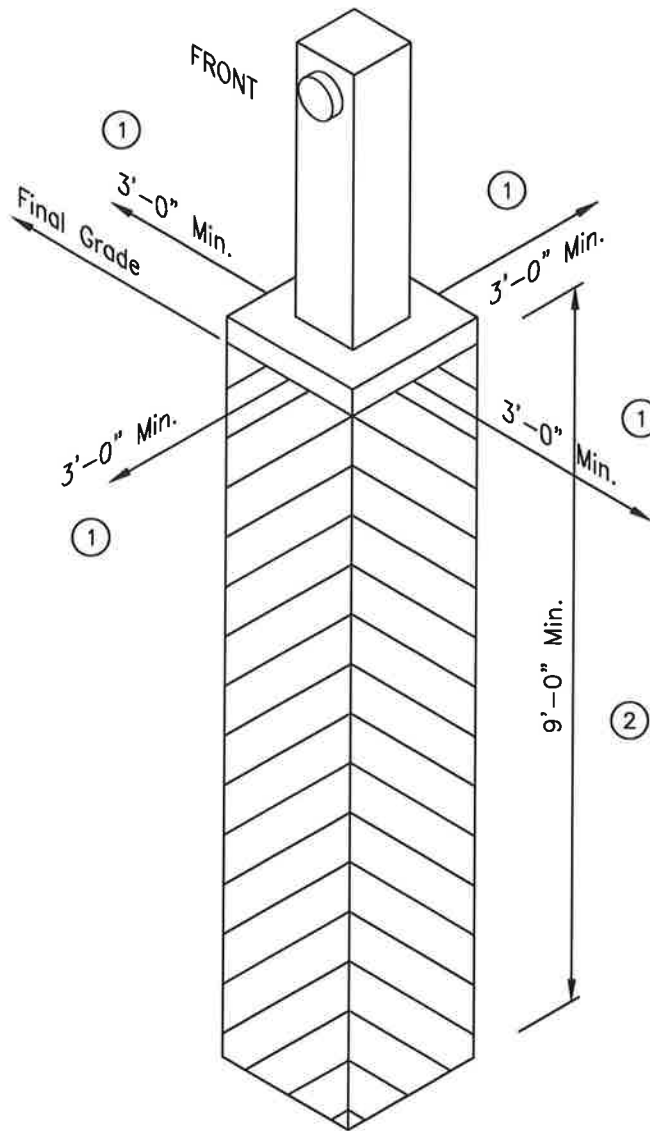
Notes:

- ① Distance required for access. No permanent structures or fences allowed in this area and 4ft from fire hydrants
- ② No other utilities allowed in the defined area under the equipment
- ③ Approximate location of primary conduit
- ④ Approximate location of secondary conduit

NO.	DATE	REVISIONS	APP'D	DRAWN		PAD MOUNT UG EQUIPMENT SPECIFICATION	
1	2/27/24	Removed suggested secondary wire type table	RMW	RPC	CHECKED		
				APPROVED			
				DATE	02/27/24		
				FILE NAME	SPEC4.dwg	SCALE	NONE
						DRAWING NUMBER	SPEC 4


LPEA

La Plata Electric Association, Inc.
 A Touchstone Energy Cooperative
 PO Box 2750
 Durango CO 81302-2750
 COLORADO 32 LaPLATA



Notes:

- ① Distance required for access. No permanent structures or fences allowed in this area and 4ft from fire hydrants
- ② No other utilities allowed in the defined area under the equipment

NO.	DATE	REVISIONS	APP'D	LPEA La Plata Electric Association, Inc. A Touchstone Energy Cooperative 	DRAWN RPC	PEDESTAL SPECIFICATION	
1	2/27/24		RMW		PO Box 2750 Durango CO 81302-2750 COLORADO 32 LaPLATA		
					APPROVED		
					DATE 02/27/24		
					FILE NAME SPEC5.dwg		



CT Metering Requirements

Single phase services 400 – 800 Amps
Three phase services 400 - 3500 Amps*

All services require a Current Transformer (CT) meter if service is greater than 320 Amps, this is dictated from the Load Data Sheet submitted. It is the member's responsibility to provide equipment and conductor from the point of service to the meter. The point of service is based on transformer location.

Use the following chart to determine where the point of service is for your project:

<u>If the transformer is:</u>	<u>The point of service is:</u>
Pad-mounted	The secondary connector blocks
Overhead with overhead secondary conductor to a building	The secondary bushings on the side of the transformer
Overhead with underground secondary conductor to a meter rack or a meter on a building	The secondary connector points in a new or existing secondary junction box at the base of the pole

Required Equipment

It is the member's responsibility to provide the following:

1. Secondary service conductor in conduit with 20 ft of tails from the point of service to the CTs.
2. A hinged CT cabinet:
 - Single Run Minimum Size: 24"x24"x12" for single run
 - Parallel Runs Minimum Size: 24"x30"x12" for parallel runs

****Please** upsize the cabinet if you are using larger conductors and if using multiple runs of conductor. Make sure it can all be accommodated without too tight of a fit. If in doubt 'bigger might be better'.
3. A CT cabinet with metering equipment mounted on the building or on a meter rack, no more than 15 ft from the meter socket.

LPEA will provide the CTs, CT meter socket, CT meter and make all connections from CTs to meter. Note for a single-phase installation, there will be 2 CT and a 3WCL20 4S meter. For a three-phase installation, there will be 3 CTs and a 4WCL20 9S meter set.

CT Meter Installation Check List

1. Once the work order has moved into Construction, please contact the LPEA Meter Shop to schedule to pick up the CTs and meter socket.

Send an email to metershop@lpea.coop with the following information:
Work order number, service address, amperage size of service, electrician's name/phone number.

*If greater than 3500A please contact metershop@lpea.coop

Please allow 1 week – 2 weeks to pick up CTs and meter socket.

2. Contact the appropriate LPEA Line Superintendent to get on the schedule.

Durango: Toby Allred (970) 382-3583

Pagosa Springs: Garrett Hammer (970) 946-9434

3. Build the metering location. Please see **Drawing TR-40, page 3**. Install the CT can, CT's and socket in a rack or on the building utilizing the following criteria:

- The hinged CT cabinet shall meet a minimum of NEMA 3R standards, will be NRTL listed and labeled as a CT enclosure (UL and/or third party certification). In addition, it shall:
 - Be furnished with factory installed landing pads and lugs for phase and neutral conductors.
 - Have a neutral lug for the neutral bus which will accommodate one #12 AWG solid through two #10 AWG stranded wire(s) for the metering neutral conductors.
 - Have barriers between adjacent compartment areas.
 - Be equipped with a hasp for a Company padlock with a 5/16" diameter shackle.
- Approved and recommended CT cabinets may be viewed at:
<https://ampmfg.com/products/current-transformer-cabinets/xcel-energy-except-xcel-energy-wi-mi>
- The CTs shall be installed in such a manner that:
 - The secondary metering terminals are readily accessible from the door of the CT compartment.
 - The installation height of the CTs shall be between two (2) feet minimum and six (6) feet maximum measured from the center of the CTs to final grade.
 - The minimum clearance from the bottom of a wall-mounted CT cabinet to final grade shall be one (1) foot.
- The CTs shall be mounted such that the H1 "white dot" marking for polarity is on the line side. As the saying goes "Dot to the pot".
- 400A – 800A services will have bar-type CTs provided by LPEA. If the CT cabinet includes bars, these shall not be greater width than 3".
- 801A – 3500A CT cabinets shall have a removable bus section with a twelve (12) inch minimum length, four (4) inch maximum width, and an insulated CT support which will accommodate window-type CTs. The removable bus section shall have an enclosed screw type compression terminal to accommodate a minimum #12 AWG metering potential conductor on the line-side section of the bus.
- The line-side and load-side conductors shall be terminated in the CT cabinet.
- Additional customer-owned equipment is **not** permitted inside the CT cabinet.

4. Contact LPEA Engineering at (970) 382-3555 to schedule a meterman to wire the service.

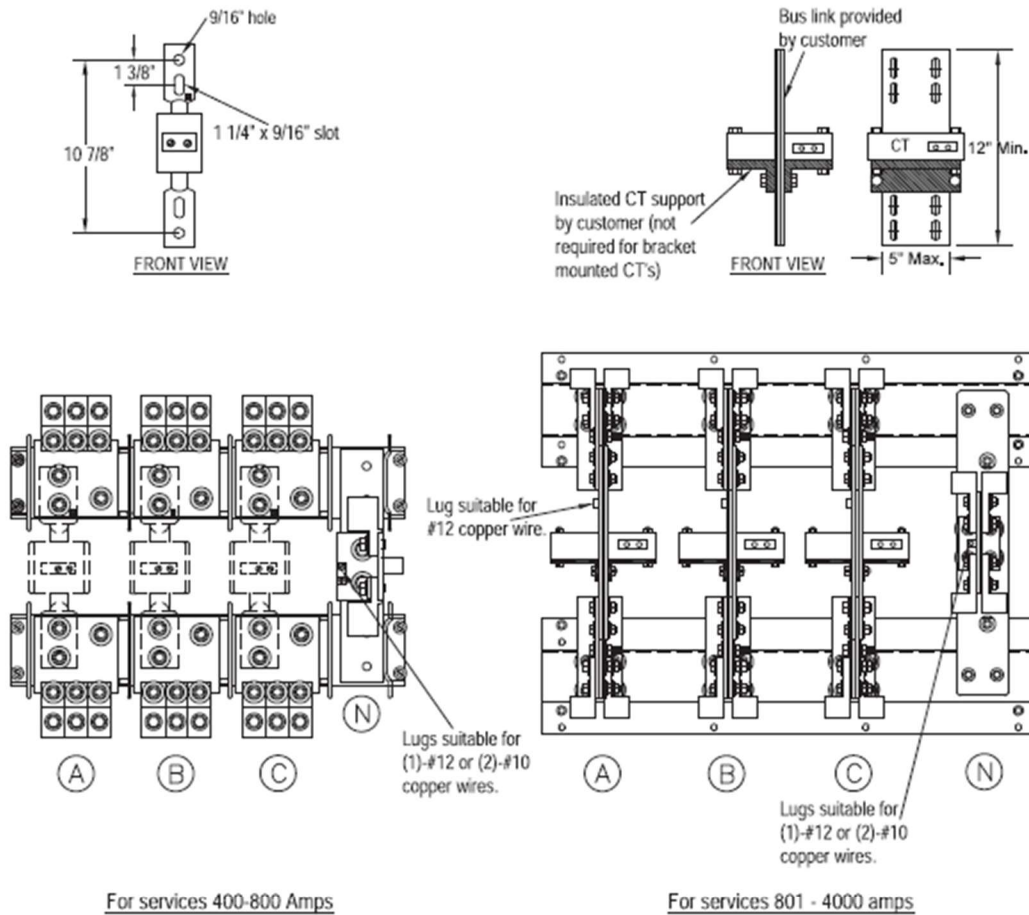
5. Following approval by the State Electrical Inspector, contact LPEA Engineering at (970) 382-3555 with the permit release number to request a CT meter set. The meter will only be set and the service energized after the electrical inspection is passed. This process can take up to 3 business days.



P.O. Box 2750 Durango, CO 81302-2750
 Phone: (970) 247-5786 • Fax (970) 247-2674
www.lpea.coop

DRAWING TR-40

CURRENT TRANSFORMER MOUNTING REQUIREMENTS FOR CABINETS AND SWITCHGEAR



NOTES:

1. White dot on CT is polarity mark and faces line-side.
2. See Section 4.12 for current transformer cabinet requirements.
3. Line side bus bar hole pattern shall have NEMA 2-hole spacing and be centered on bar in WI and MI only.

*If greater than 3500A please contact metershop@lpea.coop