

**BGE**  
**STRATEGIC CUSTOMER ENGINEERING**

**SUBMITTAL REQUIREMENTS & SCHEDULING INFORMATION**  
**PRIMARY SERVICE CUSTOMERS**

*BGECSR-SUBMITTALS -REVISION No.4 – November 13, 2013*

This information page details most of the requirements necessary for customers who want to be or are supplied at BGE's primary service voltages (13 kV or 33 kV). Whether you are installing new service entrance equipment, adding to existing service or modernizing an existing service we want to guide you through the process. For a complete detailing of these requirements, the following BGE specifications are available:

- CSR-1, METAL-ENCLOSED SWITCHGEAR (SWITCH AND FUSE STYLE)
- CSR-2, METAL-CLAD (CIRCUIT BREAKER STYLE)
- CSR-3, OPEN BUS STATIONS
- CSR-4, NETWORK CONNECTED PRIMARY SUBSTATIONS
- CSR-5, LOW VOLTAGE AUTOMATIC TRANSFER OPTIONS
- CSR-6, CONNECTION OF GENERATION
- CSR-7, RE-ENERGIZING PRIMARY SERVICE SUBSTATIONS

Please note:

- A "Service Application Agreement" must be completed before any work is started by BGE
- All documents are available upon request or through [www.bge.com](http://www.bge.com) and then
- <http://www.bge.com/customerservice/servicerequests/constructionremodeling/pages/primary-service-requirements.aspx>

The following is a list of required documents that must be submitted for review and approval by BGE:

**1. Drawing Submittals**

- 1.1. Site Drawing: Details the location of the service on the customer's site. This shall include any electrical ducts that may be required and any underground obstructions
- 1.2. Grounding Drawing: Details the ground grid for the substation and how it connects to the equipment and fencing
- 1.3. One-Line Wiring Diagram: Details the electrical system to be installed from the point of BGE's service entrance through the first transformation

**2. Coordination Study**

- 2.1. This document will show how the customer's overcurrent devices (fuses or circuit breakers) will coordinate with the BGE system.
- 2.2. System design information and fault currents are available upon request

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**3. Manufacturer’s Shop drawings**

- 3.1. These drawings will detail the equipment manufacturer’s design. This shall include all service entrance equipment and transformers.
- 3.2. For 33 kV transformers a manufacturer’s certified test shall be provide showing the impedance of the individual units

In addition to these above submittals the following documents must be submitted for review and approval prior to arranging the physical cut-in of the equipment:

**4. Certified Test Report**

This is a document produced by an independent test agency that will test the equipment to insure that it is electrically safe to energize. This shall include but not limited to hi-pot test, insulation resistance test, ground resistance test, etc. Please see the appropriate CSR document for additional information.

**5. Certificate of Electrical Inspection**

This is the document issued by the local inspection authority that authorizes the energization of equipment. For State and Federal government locations a “Statement of Exemption to local Authority” may be submitted.

- 5.1. A letter from the local jurisdiction to BGE or the property owner stating that they are waiving electrical inspection is required for all properties except those owned by the State of Maryland. This letter must specifically state the property’s address.

**6. Access Notification**

This document details customer personnel and telephone numbers that BGE may use to contact the customer as necessary for normal and emergency switching operations.

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**7. Scheduling**

The following is a list of target dates leading to the energization of Primary Service Entrance Equipment:

7.1. **T-60** where T is the calendar days to energization

- 7.1.1. BGE project manager to compile two lists of internal and external stakeholders and create e-mail distribution lists.
- 7.1.2. BGE project manager will notify the internal stakeholders of the scope of the project and the approximate date for energizing.

7.2. **T-45** Calendar Days

- 7.2.1. BGE project manager will establish the date and location for the mandatory **T-30** meeting. Typically held at the BGE offices.
- 7.2.2. BGE project manager will create and distribute the Customer Substation Drawing detailing the equipment to be energized. This drawing along with the New Business engineer's feeder one-line will be distributed to all stakeholders

7.3. **T-30** Calendar Days

- 7.3.1. BGE project manager and customer (defined as the person responsible for seeing the project through to completion) will establish a firm energization date.
- 7.3.2. A detailed plan will be established as to who will be responsible for each of the tasks associated with energizing this type of service
- 7.3.3. A **T-12 work days** site meeting will be established and the project manager will notify stakeholders via e-mail of the dates and times and include the minutes from the T-30 meeting.

7.4. **T-12** Work Days - Site Meeting

- 7.4.1. BGE project manager will conduct the meeting establishing that the project is on schedule. The project manager will then establish dates for the various functions will be performed i.e. certified testing of the equipment, certificate from the local jurisdiction, meter installation, and relay testing (if necessary)
- 7.4.2. BGE project manager will assemble the meeting minutes and distribute to all stakeholders via separate e-mails

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- 7.4.3. BGE project manager will use “meeting request” to schedule T-2 and T-1 internal conference calls
  
- 7.5. **T-2** Work Days – Conference Call
  - 7.5.1. BGE project conduct the conference call using the latest precut-in check list
  - 7.5.2. BGE project manager will notify all stakeholders via separate e-mails the results of the conference call
  
- 7.6. **T-1** Work Days – Conference Call
  - 7.6.1. BGE project conduct the conference call using the latest precut-in check list
  - 7.6.2. BGE project manager will notify all stakeholders via separate e-mails the results of the conference call
  
- 7.7. **T-0** Site
  - 7.7.1. The energizing of customer’s equipment will be controlled and organized the BGE Lead Substation Technician. He will have full authority to proceed or cancel depending on field conditions.