



CUSTOMER POLICY 204 A

Standby Generator and Transfer Switch Installation

1. SCOPE

This policy covers service conductors and equipment for the installation of a transfer switch that is required to transfer load from the utility system equipment to a customer's standby generating system. All standby generator installations connected to electrical systems that have service provided by Dawson Public Power District (the District) are affected by this policy.

2. DEFINITION

Transfer Switch. An automatic or nonautomatic device for transferring one or more load conductor connections from one power source to another. A double-throw switch is a specific type of transfer switch and the terms are often used interchangeably.

3. GENERAL

All installations must meet or exceed requirements of the adopted National Electrical Code (NEC). Equipment should be installed according to the manufacturer's specifications.

All conductors and equipment used must be recognized as suitable for the specific application and the environment in which it is installed. A qualified testing laboratory, inspection agency, or other organization concerned with product evaluation shall determine suitability. The equipment and materials used shall be listed or labeled indicating compliance with appropriate standards and performance requirement.

A representative of the District shall inspect all transfer switch installations to verify the installation meets District policy requirements and requirements for the transfer switch incentive. A copy of this inspection report shall be retained in District files.

4. LOCATION

The transfer switch shall be mounted directly below or adjacent to the District meter or point of delivery. Pole mounted equipment, ground wires and conduits shall be spaced so that at least half of

the pole is unobstructed to provide access for climbing by a lineman. If space is not available on the pole, the transfer switch shall be mounted on a separate structure next to the pole.

4. **REQUIREMENTS**

A. Size and Rating

The load rating of the transfer switch shall be no less than the rating of the service at the customer location.

B. Installation

- i. Line conductors to the meter and load conductors from the transfer switch must be in separate conduits.
- ii. Grounding and bonding shall meet the requirements of NEC Article 250.

C. Operation

A transfer switch shall operate so that all ungrounded conductors of one source of supply are simultaneously disconnected before conductors of the second source are simultaneously connected. A transfer switch shall be a double-throw having a center open position.

6. **PRE-APPROVAL**

The District must grant approval before starting transfer switch installation on the following service types.

- A. Multi-metered
- B. Three-phase
- C. Instrument transformer metered

For safety purposes, compliance with the NEC and this District policy is mandatory. Improperly installed backup systems and transfer switches can feed high voltage back onto the primary distribution system. Improperly installed transfer switches can interrupt grounding and bonding, creating a risk of death or injury for the customer, the public, and District linemen.

A qualified person shall install emergency generator and transfer switch backup systems. This is not a “do-it-yourself” project for most end users.

The customer is liable for any damage incurred because of improper installation.

Dawson Public Power District welcomes any inquiries regarding a back-up generating system. Please call (308) 324-2386.