

#### APPROVED PRIMARY ELECTRICAL INSTALLATION

#### Contractor Training Class 2023

#### Introductions

- Brian Roden, T&D Manager
- Carly Beck, Standards Engineer
- Jolynn Burk Primary Contractor Coordinator
- Construction Superintendents
- New Construction
  - Justin Rindt, New Construction Designer
  - Sean Boyle, Construction Inspector
  - Zach Muonio, Construction Inspector
  - Jim Angel, Construction Inspector
- Construction Coordinators

Justin Zucconi, Safety Manager

#### Show of Hands

• Who is attending for the first time?

• How many field workers?

Who has specific questions or subjects you would like to cover today?

Ask questions at any time

#### **Class Timeline and Housekeeping**

Four hour class with a 10 minute break every 50 minutes

- Coffee
- Bathrooms
- Exits
- AEDs
- Sign-in

#### Program Background

Began in 1994 to prevent a rate increase and has grown into what it is today

- O PUD received approval from State L&I
  - Which requires this training
  - And they require the signed agreement
- Senefits
  - Competitive pricing/free market
  - Reduces pricing
  - Covers the cost of the installation
- Safe quality installations
- Senefits our customers

### **Reason for Training**

 Not everyone here has been around the highvoltage side of electrical work

 When the work is done correctly it saves time for CPU, for you and our customers

 Dangerous trade and there is a need for consistency

Required by Washington State L & I

#### **Delisting of Contractor**

- Program violations:
  - Violation of safety practices and standards
    - L&I will be notified
  - A specific job fails two inspections
    - Contractor fails to correct unsatisfactory installations within 10 working days
  - Non-compliance with the Electrical System Installation Agreement

Immediate and/or Permanent Delisting of an Approved Primary Electrical Installation Contractor

If the Contractor commits a serious safety violation (as determined by the Utility) or misrepresents their association with Clark Public Utilities, the Utility reserves the right to immediately and permanently delist a Contractor from the contractor list.

## **Online Information**

All information covered today is available on the CPU website:

#### www.clarkpublicutilities.com

- QR Codes on business cards links to Commercial and Residential Electric Service Handbooks
  - Use as guide; local, state and federal codes supersedes
  - CPU standards not construction procedures (look at material directions for procedures)

 Please exhaust these resources before calling with questions

#### Process of the Job

- <u>Call your CPU Designer at least 2 weeks before</u> <u>starting</u>
- To verify plan/scope of job has not changed
- This allows designer to stake equipment and install pole brackets if needed.

#### Process of the Job

- After primary trench and conduit is installed, call
   CPU Ops for a primary inspection at least two days ahead of schedule
- Do not backfill until inspection is complete and approved
- Do NOT pull primary cable until backfill is complete

360-992-8839

#### Process of the Job

- Install Cable
  - Call for standby when work requires plumbing into energized equipment
  - Once cable and make up is finished call for a cable and make up inspection
- Approved Contractors <u>CANNOT</u> work with or in energized equipment

https://www.clarkpublicutilities.com/wpcontent/uploads/2022/09/Contractor-Standby-Handout-Final.pdf

 CPU journeyman will unlock equipment and provide a safety watch. No physical help should be assumed or expected.

CPU journeyman has the right to <u>STOP</u> the standby if OSHA violations are observed! (Trenching/shoring, PPEs, etc.)



Dangerous environments

Consistency

Safety violations reported to L&I

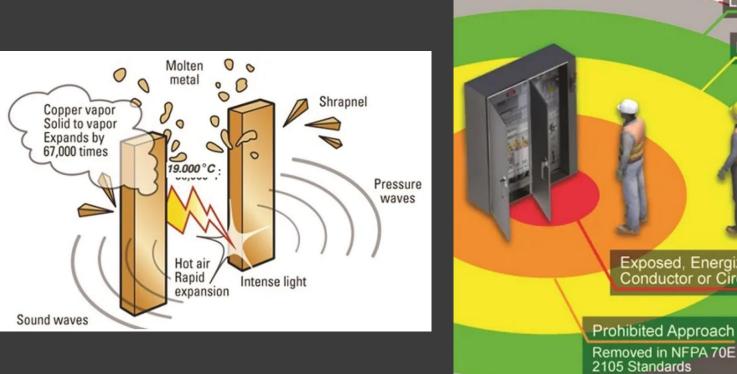
Standards

Trenching & Excavation

### Safety

- Common Violations seen by our Inspectors
  - Dig-in
  - Cutting & windowing conduits
  - Closer than 10' to OH primary
  - Always assume cable is energized
  - If questions, call us before proceeding

### Arc Flash



**Restricted Approach** Exposed, Energized Electrical Conductor or Circuit Part

Limited Approach

Arc Flash

Protection

2012 Boundary Areas

Workers exposure during arc flash

Identify approach zones on worksite for all workers.

#### Arc Flash



#### Meters

Ensure secondary is ready for our crews

Manufacturers like to include the meter rings inside the meter base. Please remove and discard as we will use our own.

Ensure secondary connections are tight







#### Changes/Updates

BDR's have been removed from the specs.

Sub-Contractors – you are responsible for your job!

 Secondary Inspections (new) call Construction Services at 360-992-8558

### **Right of Way Work Permits**

- Clark County and WSDOT require a preconstruction meeting in the field
- Notify both agencies 24 hours prior to start of work
- Adhere to erosion control requirements
- Have an approved traffic control plan
- Plan for timely and proper restoration
- If CPU pulled the permit (Clark County, WSDOT) these agencies will notify us with problems and we will let you know
- The customer secures ROW permits within any city limits
- Repeat ROW problems will lead to delisting

# Land Use DocumentsEasements

- ROWs
- PUEs
- These are recorded agreements that give a utility the legal right to use and access a specific area of property
- Property is still owned by customer
- Must be installed to design

#### Material Handling

# Material Handling Important notes on cable reel storage:

- Seal end of cable to prevent entry of moisture
- Leave factory protective cover on as long as possible, preferably cover if outside for long periods
- Never store reels on side

If the CPU test shows the cable is bad, the contractor will replace it at the *contractor's expense*.





## Material Handling Installation/pulling:

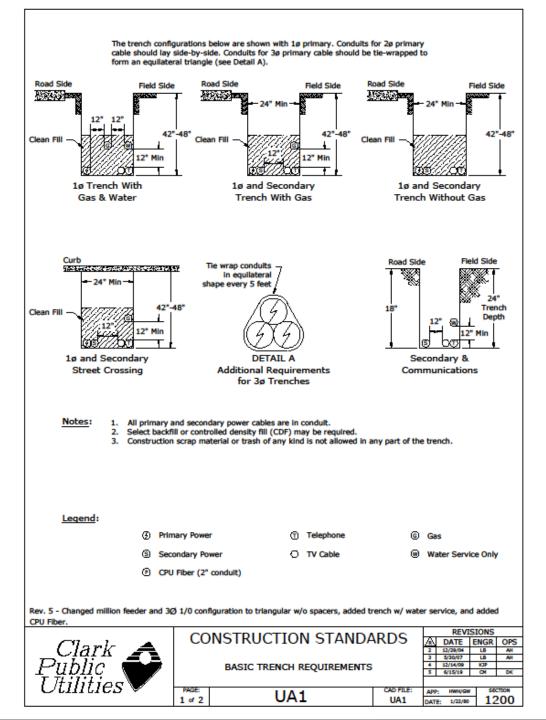


- <u>Sufficient approved cable lubricant shall be used at the start</u> and during the pull (Polywater J)
- Bends shall be clean and smooth
- <u>The total angles shall not exceed 270° unless approved by a</u> <u>CPU engineer</u>
- Cable attachments shall either be basket/sock or pulling eye
- Never allow tension at the reels during the pull.
  Cable should be slack going into the conduit
- Keep transformers on level ground



- Sefore you dig, call 811 and know the site location
- Trenching needs to be done by an approved contractor
  - Most cases require a 42" deep trench
  - We want them 1'-3' off of the driveways
  - The driveways need to be in place
  - We require a smooth trench bottom, two feet wide
  - We do not allow the use of trenchers or plows

- Standard for joint trench from the E-Guide:
  - Power towards the road
  - Phone towards the field
  - Gas towards the field and one foot of separation
  - Wet utilities minimum 5foot separation





 Conduit Installation-<u>All</u> power cables will be installed in conduit

 Installations prior to 2005 were commonly direct buried, not in conduit



You are liable for your trenches: cone or ribbon off



You are liable for your trenches: cone or ribbon off

- All primary and secondary cables shall be in conduit
- All risers above finished grade shall be in <u>Schedule 80</u>
   PVC
- Acceptable conduit sizes are as follows
  - 1Ø, 1/0 primary cable in 1-2" conduit
  - 3Ø, 1/0 primary cable in 1-4" or 3-2" conduits
  - Triplex secondary cable in 1-3" conduit
  - 3Ø, 1000MCM cable in 3-4" conduits
- All conduit terminations shall have end bells or collars
- All conduit installed for future use shall be marked and tagged

- Sufficient select backfill (gravel or slurry)
- Unused conduits shall have removable plugs designed for that purpose in both ends (need tags)
- All street and road crossings shall be at property lines
- Conduit sweeps shall be 24" secondary and 36" primary radius
- Conduits shall be installed so that cable is pulled toward the end bells to avoid scraping cable on sharp edges of conduit
- All cut ends of conduit shall be square
- Steel mandrels shall be pulled through the conduits to detect damage and debris



## Cut in for a transformer 90 degrees to the trench



Cross Country Secondary
 24" of cover (SPEC CHANGED)



Joint Trench: Fail
 Looks like spaghetti!







#### Joint Trench: Pass

Straight and free of debris - Streetlight, Primary, Secondary



### Another passing trench



Road Crossing

Leave ends of pipe exposed for inspection

- Directional drilling shall be performed only by CPU-approved primary electrical installation contractors
- Directional drilling equipment shall be pre-approved by CPU
- Conduit installation shall be 2", 4" or 6" gray polyethylene pipe, SDR ≥ 13.5
- All connections to PVC sweeps or conduit will be made by mechanical coupling (Raceways Technologies #S80-2PE-PVC and Raceway Technologies #S80-4PE-PVC)





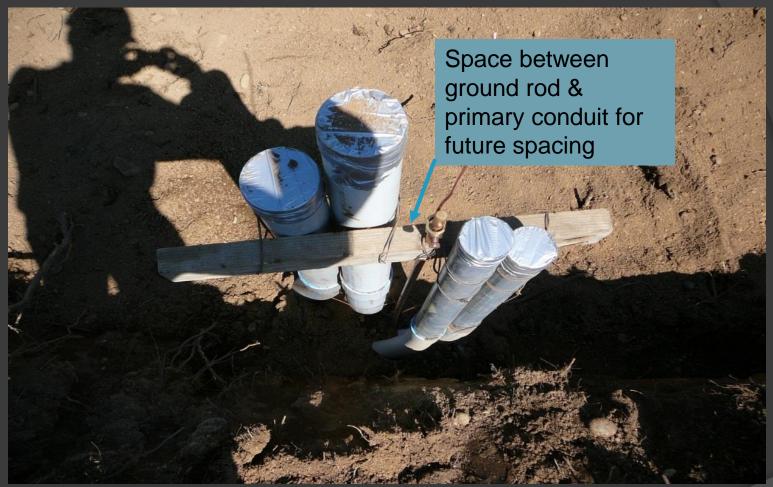
- A plot and track of the bore shall be provided to CPU before acceptance of the installation
- The depth of the conduit shall be identified by a stake with the depth every 10 feet along the route in unpaved areas and by the depth written in marker paint every 10 feet along the route in paved areas
- The conduit depth shall conform to the CPU standards of 42" nominal depth
- All installed conduits shall be "proofed" using the appropriate mandrel, and have a 2500 pound, <sup>3</sup>/<sub>4</sub>" sequentially-numbered, continuous "mule tape" installed
- CPU reserves the option to require "potholing" to determine depth and location for any installations that are questionable
- Required "potholing" will be at the contractor's expense

Setting Single-Phase Transformers (conduit trees)



• Tree up conduit with Makeup Board

- Make sure they are <u>exactly</u> where the print stakes them
- If there is a concern over placement of any equipment, contact the designer to address BEFORE continuing with the install



Place board on ground rod

Attach pipe to board in appropriate position

Keep the board above final grade



- Secondary to the Left Back
- Output Primary in on the Right
- Primary out on the Left



 Evenly distribute backfill around tree to support installation and not push pipe over

 Cover ends of pipe to keep debris from entering conduit



 Square the trees with the direction the transformer should face

Compact fill evenly around the conduits



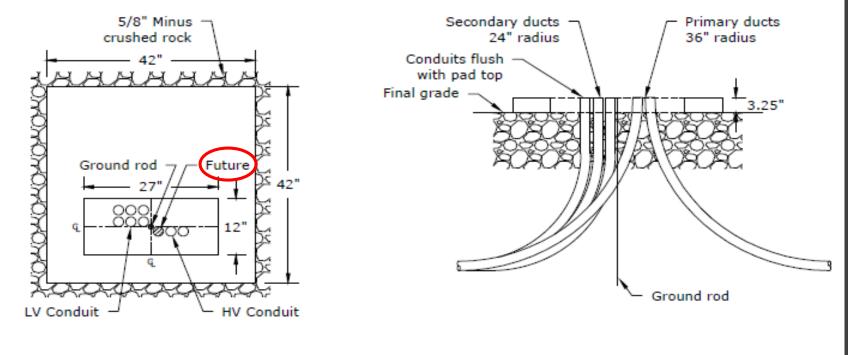
5/8" Minus Rock fill - minimum 1-1/2 yards
 Soil conditions may require additional fill



Remove Makeup Board and compact properly
Cut conduit and drive ground rod flush



Set
Orientate
Level pad



25-75 KVA PAD PLAN VIEW

FRONT VIEW

1Ø PADMOUNT TRANSFORMER CONDUIT ORIENTATION (25-75 KVA)

25 to 75 kVA Pad Standard
100 kVA pad looks the same but is larger





Set Transformer on the pad
Spreader bar is required



### Pack the sides of the pad with rock

2



Check both the outside of the pad and the inside opening



### Our of the second se



Make sure to remove picking bolts
Hillside barrier with pedestal behind

## Subdivision and Apartment Conduit & Transformer Set

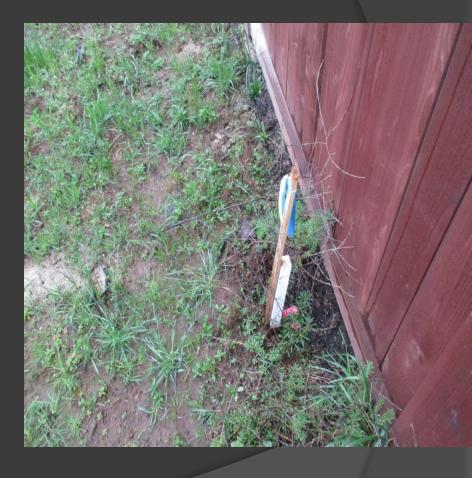
# Macin

### Conduit trees will be on the lot line

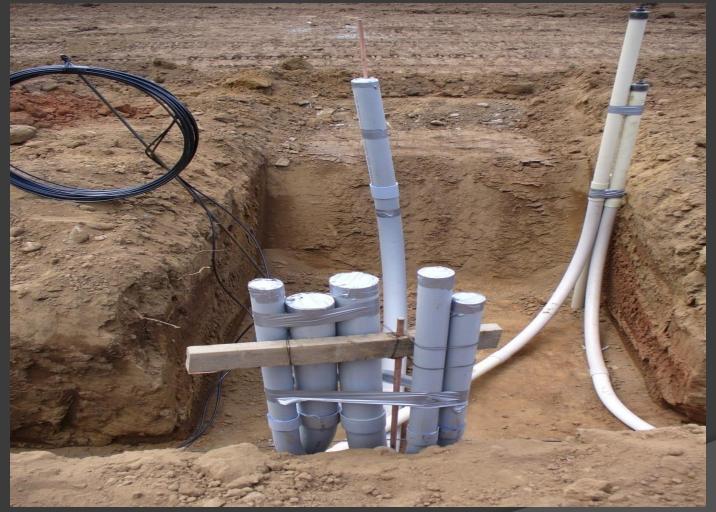


Lot numbers shall be clearly marked





### Rear lot lines shall be clearly marked.



### Conduit Inspection Pass



Conduit Inspection
 Maintain separation from other utilities

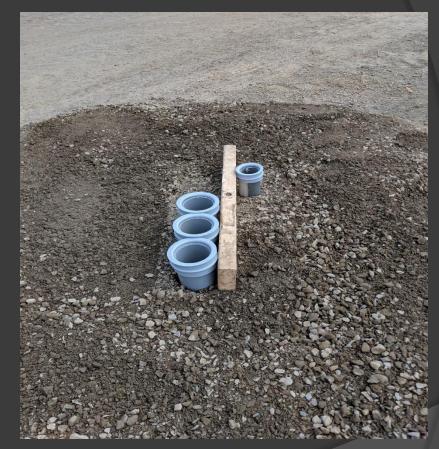


Primary in on the rightPrimary out on the left



#### Minimum 1-1/2 yards gravel under the transformer pad





 Compact the gravel so the transformer does not settle crooked



Remove makeup board

- Out conduit flush with the pad
- Add end bells/collars
- Level and orientate pad square with the road



### Pack sides of pad with rock



On the second second

Pulling cable before transformer is set is not allowed

 Use a 90 to clear out conduit and ensure equip is clean



Transformer set complete
Streetlight next to it



Transformer with a pedestal behind
 Unlocked transformers are De-energized

After completion of trench and conduit:

Call 992-8839 for a primary inspection

 Any conduit plumbed into an energized device will require a CPU stand-by and WILL NOT BE TERMINATED

Call 992-8839 for a stand-by and primary inspection

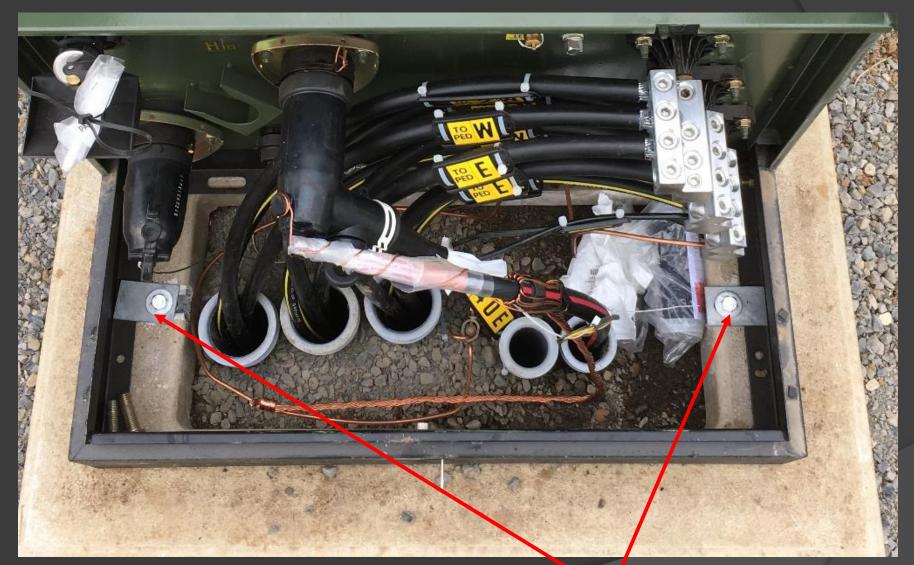
A stand-by should not last longer than two hours

# Secondary Makeup

# Secondary Makeup



Transformer set
Install conduit end bells/collars
Pull cable

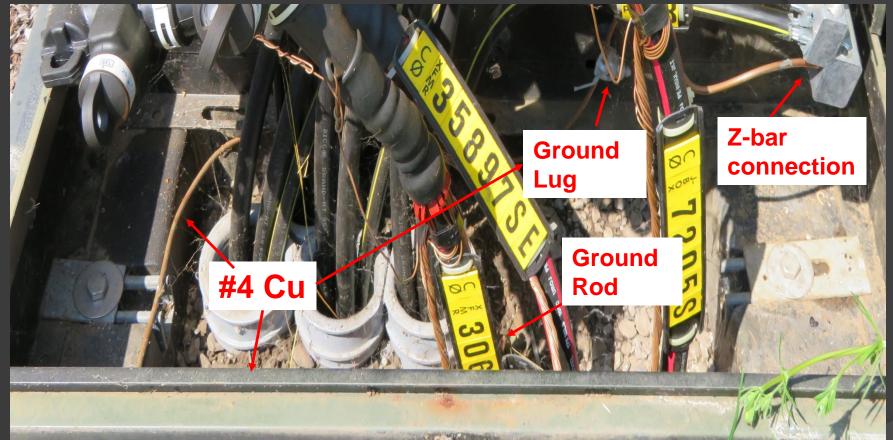


Conduit Orientation
Install transformer tie down on both sides



#### Install z-bars (pal nuts)

- Angle each slightly for easy tool access
- Tighten down both the nut on the backside and the lug
- Place on 100% tap



- Install transformer ground lug
- Install #4 Cu solid soft drawn
- Ground rod, around the outside of pad, to the transformer ground lug, to the z-bar



Train cables to their appropriate positions
 Working one service at a time will help prevent cross phase



- Out to length and skin insulation
- Cut 90 degrees
- Only skin minimal amount
- Leave slack in the cable



• Use Penatrox if not already in z-bar

- Connect to z-bar, wiggle the wire as you tighten, hold the z-bar to support
- Tag to location (cow tags for temporary service only)

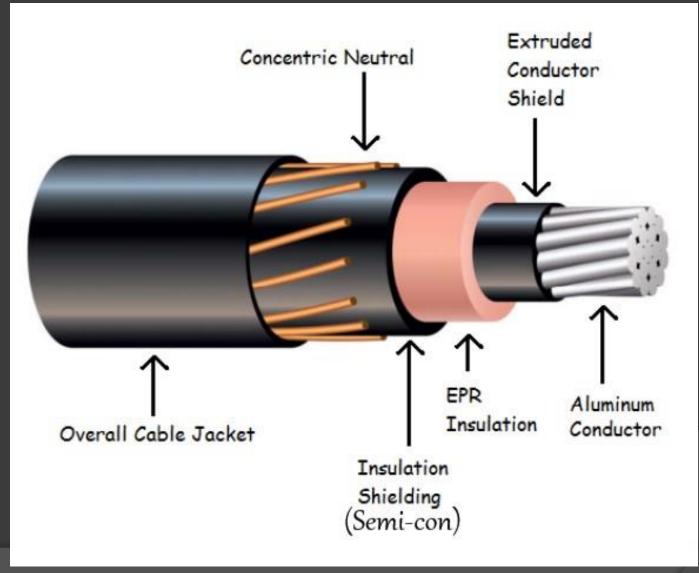


- Start with one service
- Finish service then move on
- Work from the inside out
- Use the top of the z-bar
- Keep the cable uniform
- Tags should be visible



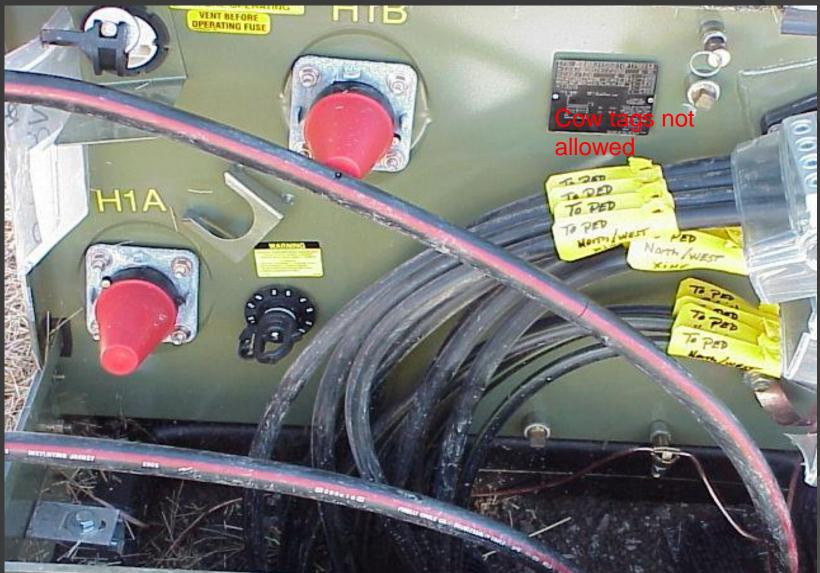
Attach tagging to every cable
Install z-bar insulated covers

# Primary Termination-TransformerLayers of a primary cable



### • First thing: READ THE DIRECTIONS!

- The directions have step-by-step instructions
- The same manufacturer can have different measurements from year-to-year
- Ensure your tools are calibrated correctly



#### Train the Conductor with slack



Get your measurement from manufacturer's instructions

 Score the jacket down from the center of the transformer bushing



Pull bleeder wire down to the score mark
 Keep it separate from other concentric



Remove cable jacket



 Follow manufacturer's measurement from the concentric



#### Out the conductor

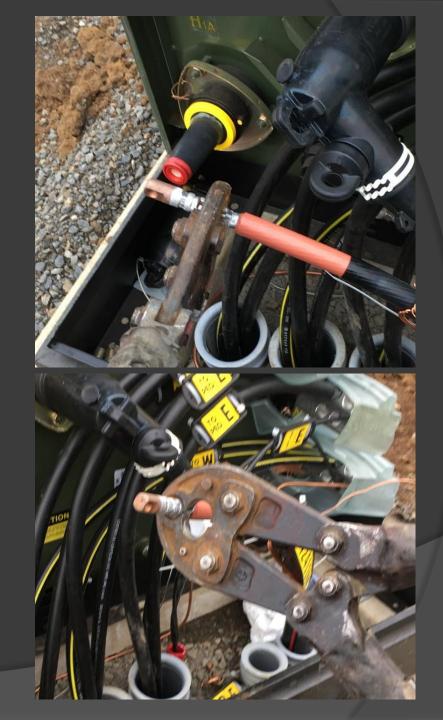


- Use manufacturer's measurement from the end of the cable
- Remove insulation



Wire brush conductor
Apply linket
Align to the bushing

- Press linket
- Rotate every press 90 degrees
- Use a MD-6 press with BG dies





- Use appropriate tools to score semi-con
  - Banana peeler / Clamshell
  - Calibrate Wire Make-up tools



Measure from the end of the lug per manufacturer's instructions
 Mark the semi-con









Check for nicks or cuts in the insulation

# Primary Termination-Transformer Nicks and scores ruin the insulation



Use calibrated tools to avoid scoring insulation
If nicked or cut, it needs to be replaced at contractor expense



#### Clean and Lubricate the bushing



Apply ONLY the INSIDE mastic
Fold the concentric back evenly
Apply tape 2" down from the mastic



#### Clean and Lubricate the Insulation



- Use a clear bag so inspectors do not need to remove for inspection.
- Put a bag on the termination
- Wrap with the bleeder wire around the bag and through the lug
- Do not wrap bleeder too tight or excessively

# Primary Termination-Transformer Change to Integral Jacket Seal Elbow





### - Two pieces to buy

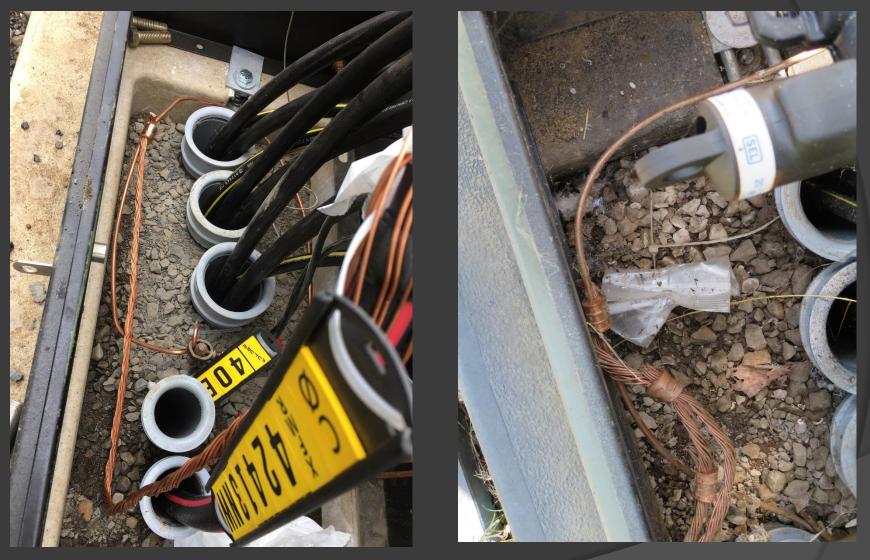
### - One piece to buy



Separate the bleeder wire
Twist up the neutral
Do Not install the elbow on the wire



### Press the neutrals together



### Press neutral to the ground wire



Piggyback the termination on the elbow







#### Primary Termination-Transformer



#### Proper makeup

#### Primary Termination-Transformer

After completion of Cable and Makeup:

• Call 992-8839 for a primary inspection

 Any cable plumbed into an energized device will require a CPU stand-by and WILL NOT BE TERMINATED

Call 992-8839 for a stand-by and primary inspection

A stand-by should not last longer than two hours

#### Transformer Numbers, Warning/Danger Labels & Cable Tagging

#### **Transformer Numbering**



- Contact Construction Services (<u>construction@clarkpud.com</u>) for Transformer numbers
- Apply the correct number to the top left corner

#### **Transformer WARNING Labels**

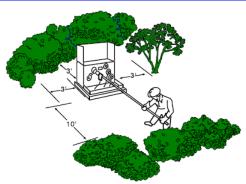




Hazardous voltage inside. Will shock, burn, or cause death.

If unlocked or open *Immediately* call Clark Public Utilities 360-992-3000.

#### NOTICE



We need room to work safely on this electrical supply device.

Please keep shrubs and structures 10 ft. away from this side and 3 ft. from all other sides.

Obstructions cause delays when restoring electric service and will be removed at the owner's expense.



 Contact Construction Services (<u>construction@clarkpud.com</u>) for WARNING labels

Apply to the front of transformers

#### Transformer DANGER Labels

**DANGER** 

Hazardous voltaç Will shock, burn, or cause death.

**KEEP OUT!** 

If open or unlocked *Immediately* call Clark Public Utilities 360-992-3000.

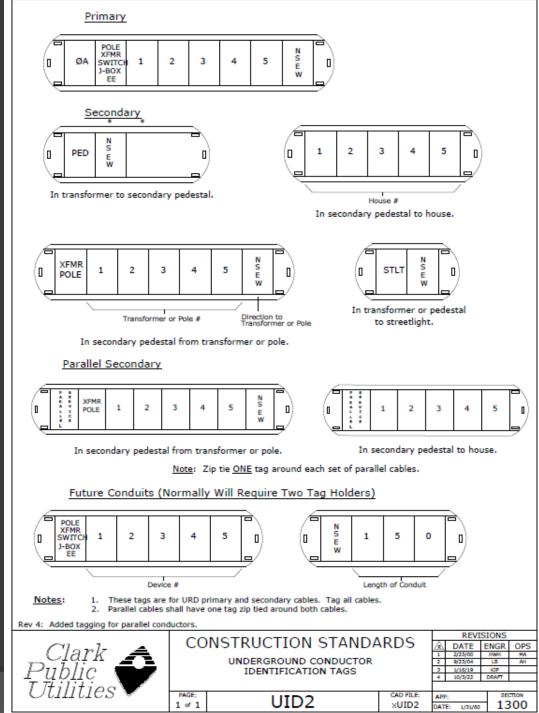
 Contact Construction Services (construction@clarkpud.com) for DANGER labels

Apply to the inside lid of transformers

# Cable Tagging

- We require hard tagging of cables
- Tagging materials are on the Approved Material List





#### APPROVED PRIMARY ELECTRICAL INSTALLATION





#### Contractor Training Class 2023



Tree up pipe

for

• Make sure it is in the <u>exact</u> location the print calls



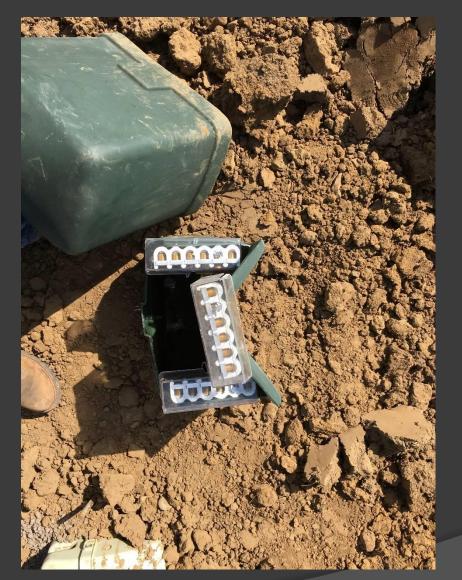
Grade Pedestal to the grade line

 NOTE: 8' ground rod driven 8" off the front of the pedestal - required for BDR install
 prevents delay for temporary service



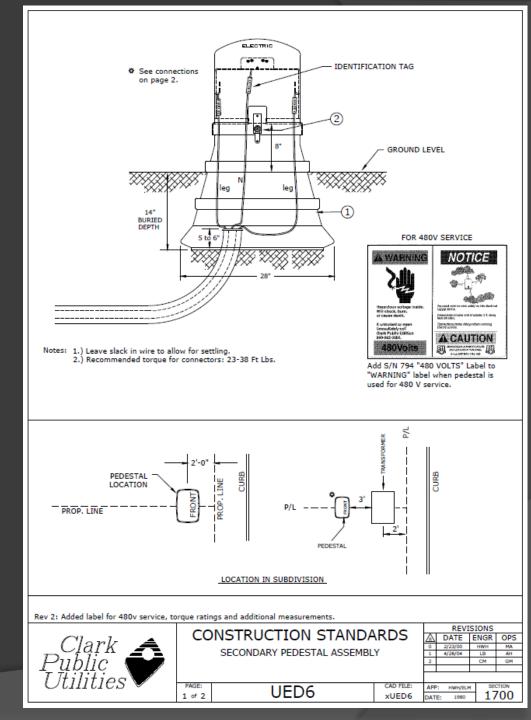
Grade only to the grade line on the outside
Do <u>NOT</u> fill the inside

 Start with source cable in the second hole from back and go forward with load(s)

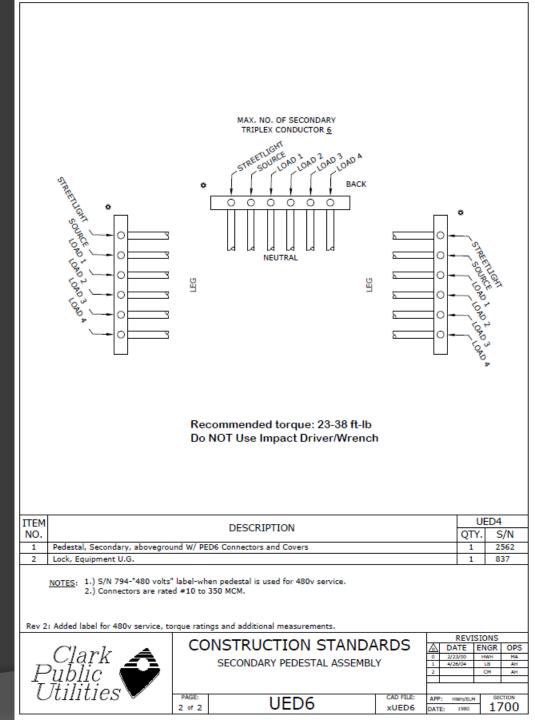


#### Be careful when backfilling

- Bury 14", grade should be 8" down from the lock
- Set pedestal directly behind transformer
- Set on the property line
- Installed 3 feet
   behind transformer
- Be aware of grade to panel



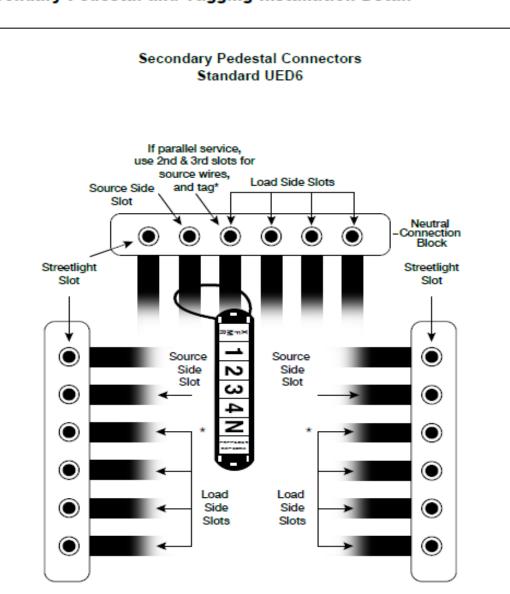
- Follow cable placement
- Do <u>NOT</u> use an impact driver/wrench to tighten connectors
- Connectors sized #10 to 350MCM

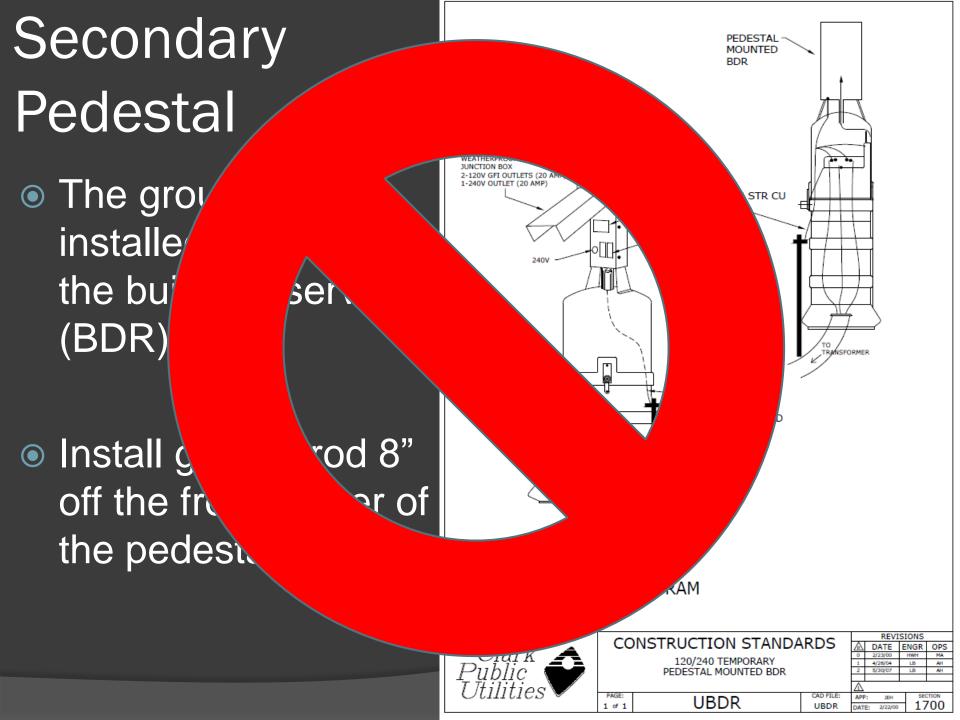


- Tag parallel cables with one tag
- Tag each leg individually

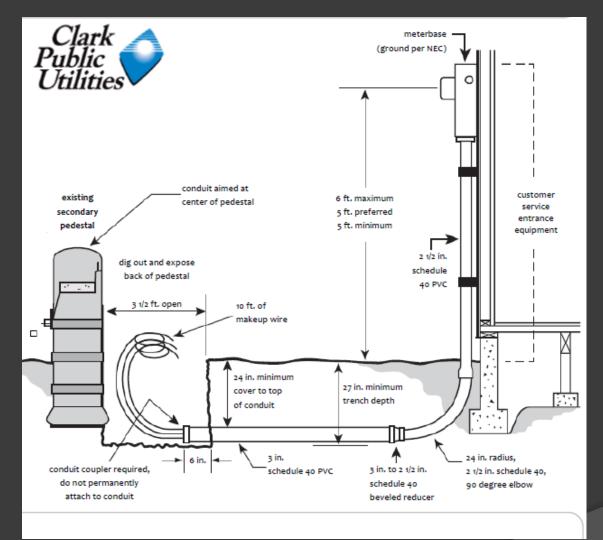
#### Clark Public Utilities

#### Secondary Pedestal and Tagging Installation Detail



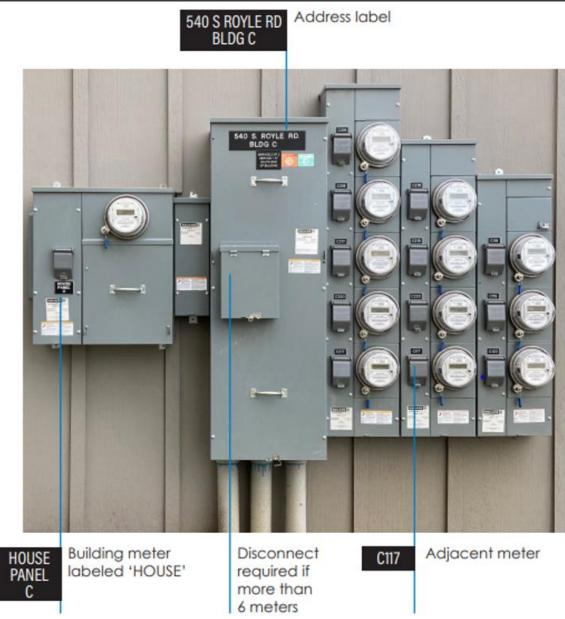


#### Trench To Secondary Pedestal



Example of a typical underground service ready for connection

- Meter Packs must be labeled with hard plastic, metal or phenolic block labels with raised or engraved letters
- An address/building number label is required for the building's main disconnect label
- A permanent label is required at the meter base, corresponding breaker, electrical panel and building (HOUSE) meter
- Minimum of ½-inch height letters are required for all metering equipment labels
  - <u>https://www.clarkpublicutilities.com/wp-</u> content/uploads/2021/10/Multi-Meter-Labeling-Detail.pdf





 You must have permanent meter equipment labeling and an electrical inspection before CPU will energize the meter base and set meters

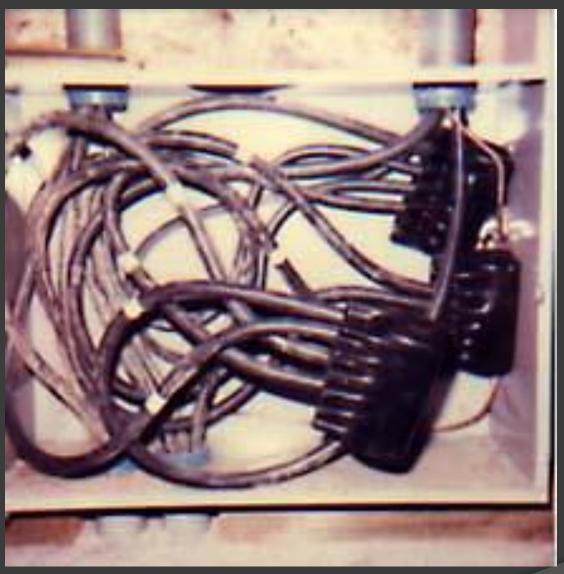
# Current Transformers (CTs)



• This is a good CT can make up.



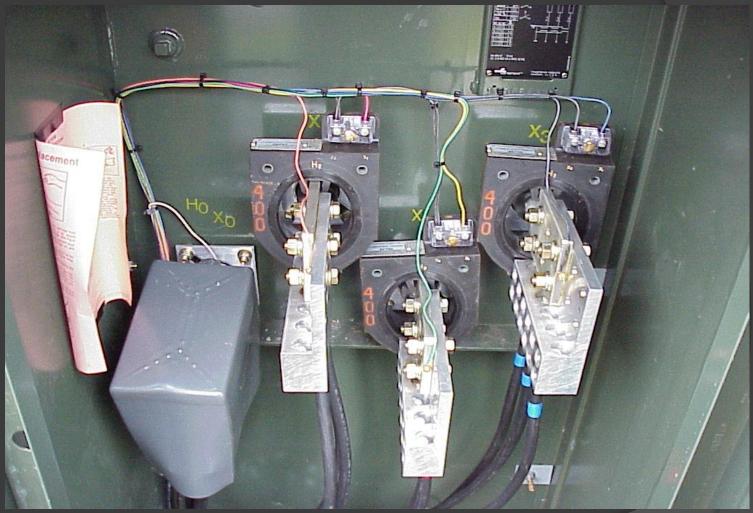
#### CTs



This is a bad CT can make up.



#### CTs



Jabbo style CTs will be needed for larger loads

# City Streetlight Ownership & Maintenance

#### Not Maintained by CPU - Vancouver/Camas

- All street lights are owned and maintained by the Cities of Camas and Vancouver
- Most lights are direct feed off CPU's system
- UG streetlight wire is maintained by CPU, the fixtures and poles are city maintained
- New installations require a disconnect, installed to the NEC, and the City owns and maintains all equipment

 Maintained by CPU - All Other Cities (Battle Ground/ Ridgefield/ La Center/Yacolt/ Washougal)

- All street lights owned by the Cities
- Street lights directly fed off CPU's system are maintained by CPU
- All direct feeds owned and maintained by CPU
- Newly installed street lights are directly sourced by CPU



Example of a streetlight trench
It has a cut out of the side, for the base



- Streetlight standards must be positioned according to the design print
- The base normally requires 4 foot depth



Example of a streetlight conduit that is treed up
 Notice this ditch has been partially back filled and

 Notice this ditch has been partially back filled and the gas line is installed

 Insert wire into the base of the streetlight and stand up right

Should have conduit into the base

Output to the light to the correct spot Plumb the light so it is vertical Backfill around the base



#### Compact around the base as you backfill



#### Backfill to the final grade



#### Install the Light and Arm

 Run the wire from the light down to the base of the standard

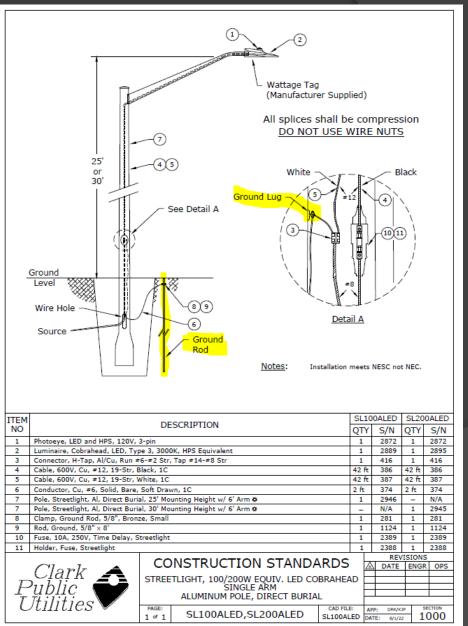
### Streetlights



- Make the neutral connection
- Make the phase connection using a fuse
- Attach the hand hole cover plate

# Streetlights - Aluminum Poles

- Aluminum poles require ground rod
- Run #6 Cu from ground lug in pole to ground rod
- Decorative aluminum poles will be added as a standard in the near future



# Streetlights



Example of a decorative streetlight standard
 Notice the base is flush to the ground

# Streetlights



#### An example of a finished streetlight installation

Primary conduit treed up
Attach it to a make up board



 Bring in the secondary pipe and attach it to the board

 Primary will be on the left and secondary will be on the right



Remove tree bracket and begin to backfill
Backfill under concrete pads must be 5/8" rock
Plug the end of the pipe

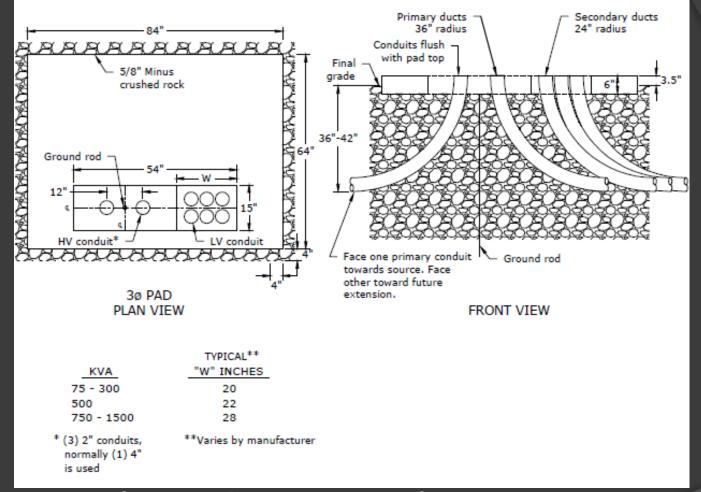


Diagram of a 3 phase transformer layout
 Primary source on the left and the load is on the right



After grade is established install the concrete pad

- Cut the conduit flush with the pad
- Install conduit end bells/collars



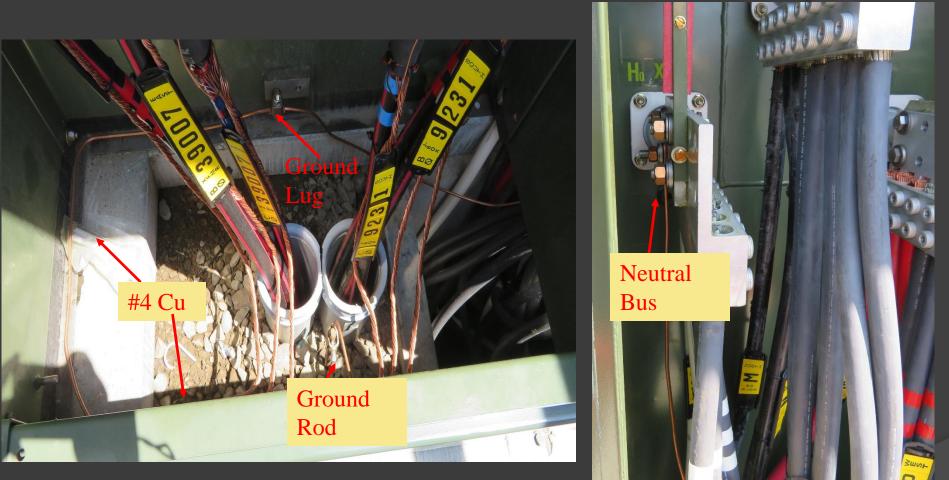
Install the transformer
Make sure it is square on the pad



Example of a secondary compartment
 CPU prefers conduit plugs instead of duct tape



Proper make up of radial three phase transformer
 The phasing will be left to right A,B,C,C,B,A



 Install #4 CU from the ground rod around the cabinet to the ground lug then to the secondary neutral bus

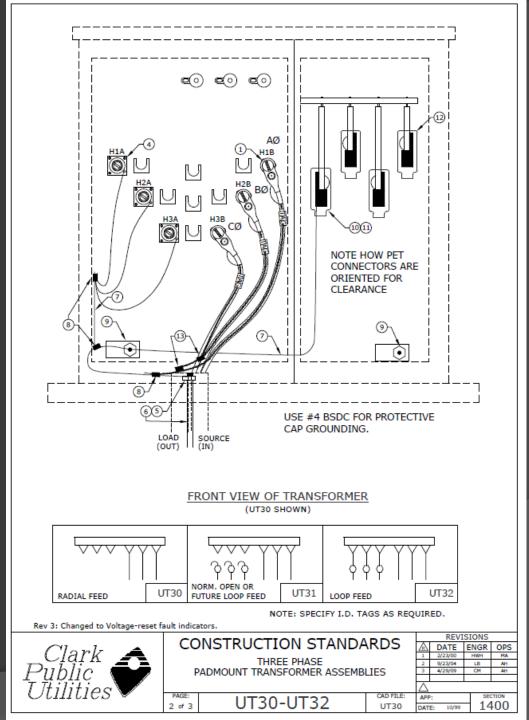


 Stub up a tail to connect the dust cover bleeder wires



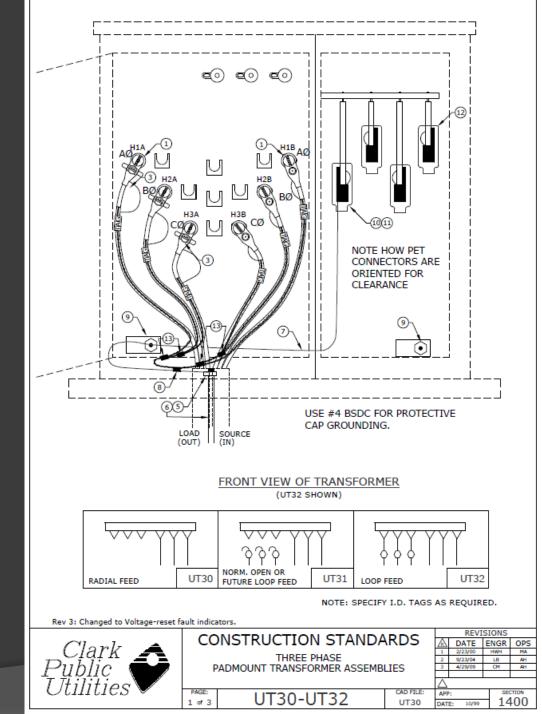
 To make up multiple primary neutrals, piggy back the concentric then connect to the ground wire

- This is Std UT30 radial
- The phase labeling must align
- Make sure to tape Red, White, Blue-A,B,C
   (Extremely Important)



- This is Std UT33 feed-thru
- The phase labeling must align
- Make sure to tape Red, White, Blue-A,B,C

(Extremely Important)



 This is a picture of a feed-thru primary

 The load side has fault indicators

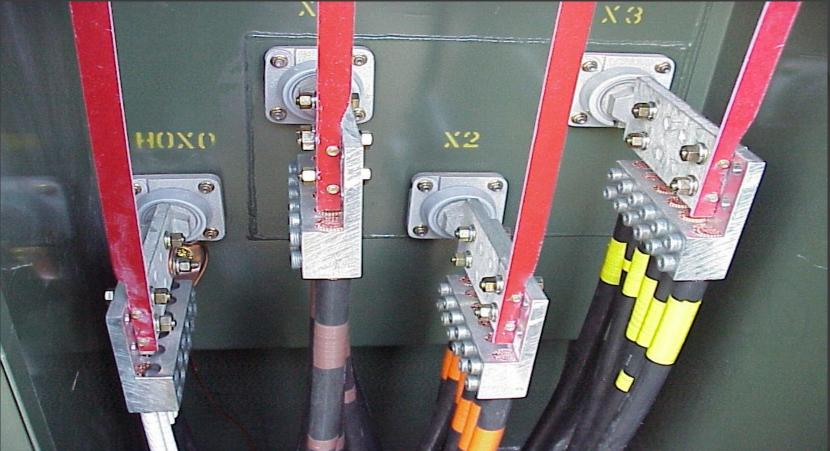


- This is a picture of 208v secondary make up
- It is taped whiteneutral, black-x1, red-x2, blue-x3

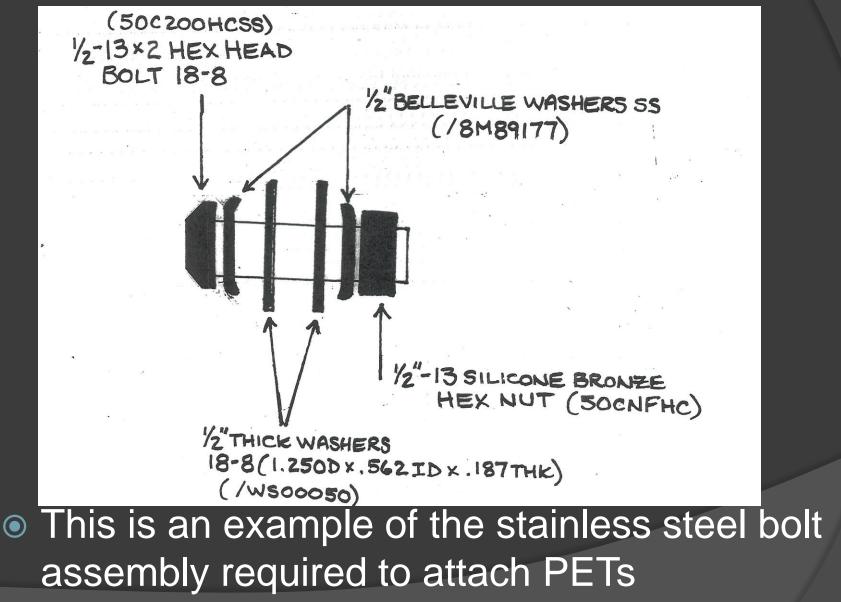




- This is a picture of 480v secondary make up
   It is taped white-neutral, brown-x1, orange-x2, yellow-x3 (BOY)
- Needs hard tagging



- PETs will be attached
- Hanger brackets will be installed on  $\geq$  500kVA
- Every connection will have Penetrox



#### Install insulated coverings



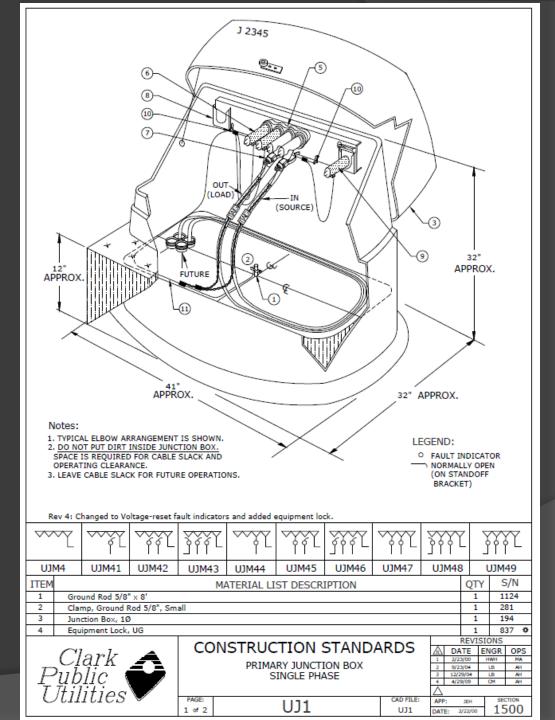


Example of a level transformer with good grading
 Notice the CPU Transformer #, warning label and voltage stickers

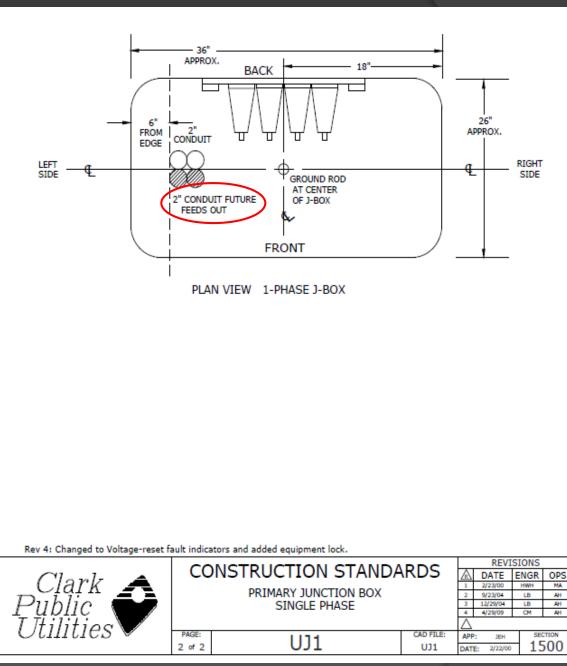


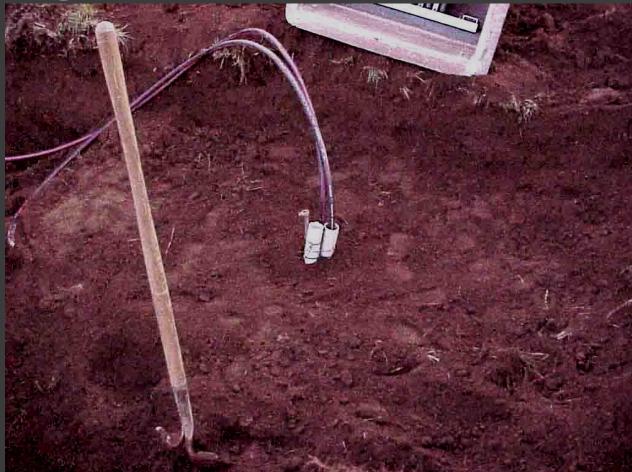
 Removable protective barriers need to be installed where there is traffic near a transformer
 Transformer also has a secondary vault

 Construction standard for a single phase J-box

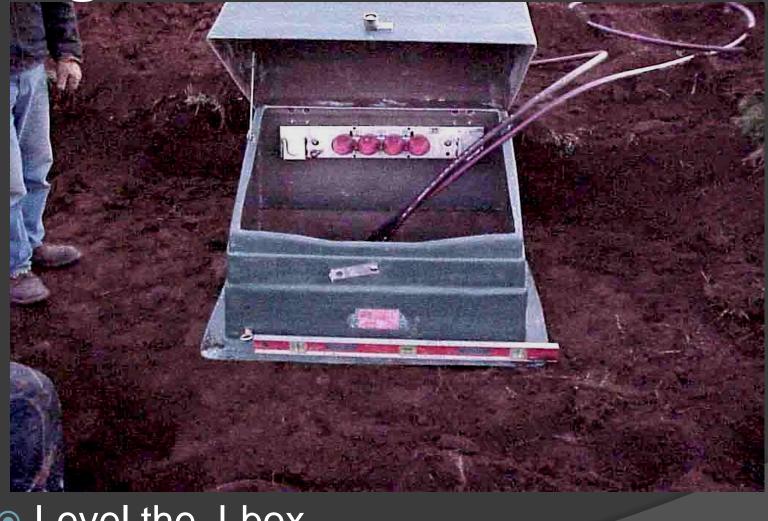


 Construction standard for a single phase J-box, vertical view





Wire should not be in yet but tree up
Backfill and level.



Level the J-boxOrientate with road



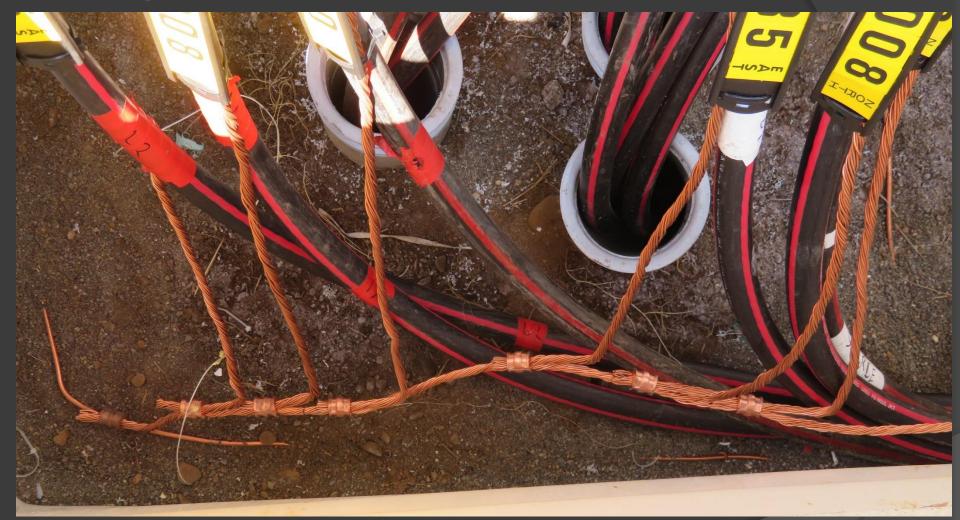
- Make sure to 5 star the lid closed before backfilling
- Backfill with gravel
  - Pull in extra cable for make up



Terminate, tape and hard tag the cable

The source will be on the right

The load will follow the source from right to left



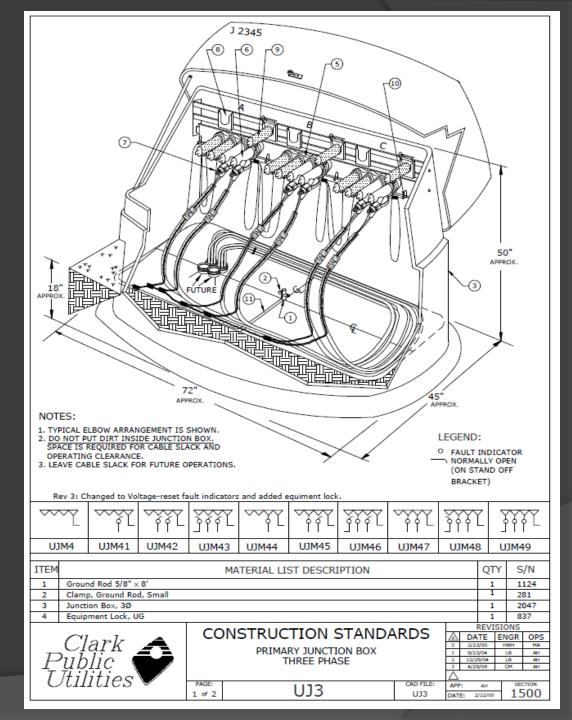
Piggy back the concentrics
Attach to the ground wire



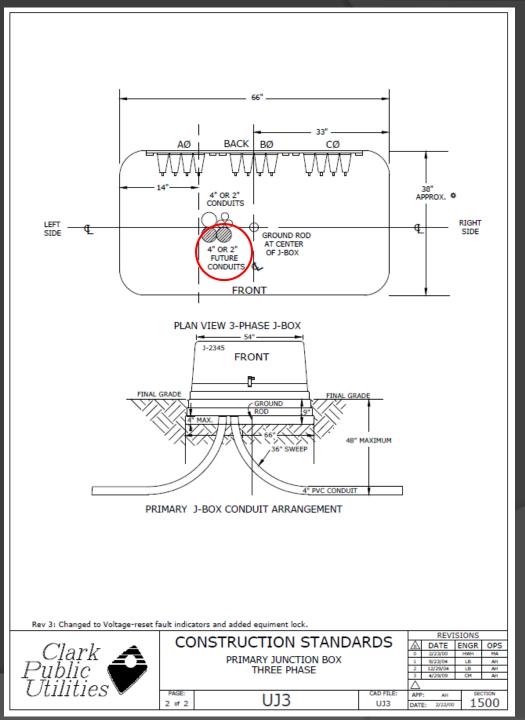
Grade to the ground line
 Install the number stickers

### Three Phase J-Box

#### Construction standard for a three phase J-box



#### Construction standard for a three phase J-box – vertical view





Terminate, tape and hard tag the cable

- The source will be on the right
- The load will follow the source from right to left
- Phasing is ABC left to right



 Attach the dust cover bleeder wires to the ground wire



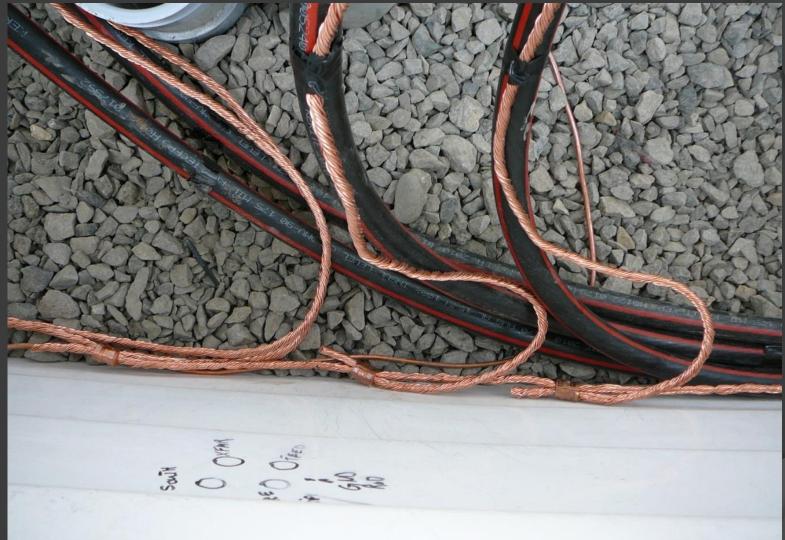
#### Roll the wire out of the conduit



#### • Example of good make up



 Keep the neutrals in front of the wire and organized with slack



#### • Example of neutral slack



#### The neutral crosses behind the primary



A good make up





Use a marker pipe or 90° elbow
Plug the end in the ground
Do <u>NOT</u> glue 90° elbow
Place a 3M locate disk at the end of the pipe



Place a Loop Enclosure (LE) over the pipe
Make sure to bury the LE



Hard tag both ends of the future
The more information the better
Indicate if future is a 90° elbow or a stand pipe



- This is a conduit plug
- Attach pulling tape to the eye
- Make sure to leave slack in the pulling tape



O not move the bracket the engineer installs

Strap pipe to the end of the bracket.

Make sure the pipe is plumb with the pole



Use long sweep 90 for primary
 Seal the ends of the wire when they will not be terminated



The bell end of the 90 will be down, in the trench
Wire tail should be long enough to reach over the top of the pole

Do not cut any bends of conduit

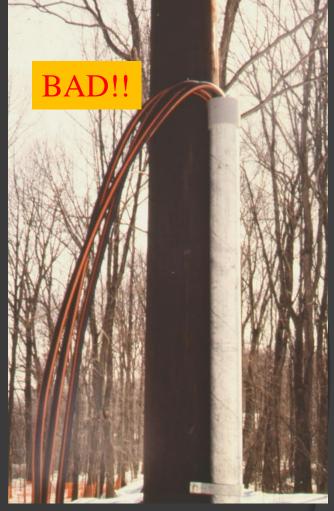


Sither hide the wire or put up one stick of <u>Schedule 80 PVC</u>

#### DO NOT GLUE THE PIPE

Tie up the wire so it is not hanging on the pipe





# DO NOT GLUE THE PIPE DO NOT CUT ANY BENDS OF PIPE DO NOT VIOLATE THE MINIMUM BENDING RADIUS OF THE CABLE (8 times diameter)



 Contractor is responsible for the cable – you are taking a chance leaving it like this



Example of contractor protecting the wire at the bottom of the pole.

# Closing

 Please, remember that Clark Public Utilities is customer owned

Treat our customers and employees with respect

• We are here to help

Thank you for making this a successful program

#### APPROVED PRIMARY ELECTRICAL INSTALLATION



#### QUESTIONS

#### Contractor Training Class 2023