



Dear Trade Ally Partner:

Thank you for providing quality service to the Long Island community. We hope you will find this Red Book useful in enhancing the success of your business. You can also view a copy of the Red Book online, at [www.lipower.org/commercial/trade](http://www.lipower.org/commercial/trade).

At LIPA, we recognize that our role goes beyond delivering electricity. Our professional staff is available to you to answer any questions you may have about this material and to offer guidance and information about our programs for Trade Allies.

Our goal is to help you succeed in your business ventures. To learn more about our programs and services, please call us at 1-800-692-2626 or visit us at [www.lipower.org](http://www.lipower.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin A. Land". The signature is written in a cursive style with a large, sweeping "K" and "L".

# **\*\* Important Safety Notice \*\***

The Long Island Power Authority (LIPA) is launching a comprehensive, aggressive Electric Safety Educational Program to address the need for high voltage electric knowledge and awareness in its service territory. Whether you operate heavy equipment, or use ladders or scaffolding, you may work around electric power lines. Every year, some of our Trade Allies are injured or killed because they accidentally hit an overhead utility line.

## **Awareness and Education is the First Step**

If you must work within 10' of the overhead electric lines, contact LIPA to de-energize or relocate these lines so you can work safely. This 10' distance is a requirement of Code Rule 57, also known as "High Voltage Proximity Act". This New York State Labor Law requires safe work practices with respect to overhead wires, and proper clearances of wires to workers and structures. Further, it requires employers to contact the local utility a minimum of 5 working days prior to commencing work. LIPA plans to communicate on this subject with our Trade Allies through monthly electrical contractor and builder association meetings; scheduled meetings with municipalities, building department inspectors, engineers, architects; newsletters and various training seminars which LIPA offers throughout the year. LIPA welcomes any ideas and suggestions from these organizations on how to further expand this process. For further information, contact the respective Distribution Design office.

## **The Most Dangerous Situations to Watch For:**

**Operating Large Equipment** - Concrete pumping rigs, long-bed dump trucks, and other equipment can easily contact overhead power lines. Keep all equipment at least 10 feet away from power lines, poles, or towers. Work with a designated spotter whose only responsibility is to keep you clear of lines.

**Guiding Loads** - If a crane or other equipment hits an overhead power line, electricity may travel through the tag line and through you. Don't try to do double duty by guiding a load and spotting. Rely on a designated spotter.

**Ladder, Scaffolds, Tools and Supplies** - Always be aware of your surroundings. Carry ladders, scaffolds, gutters and other long objects so they are even with the ground until you need to use them. If you carry them upright, you could hit an overhead line.

## **Your Safety Steps:**

LIPA wants to make sure you and your co-workers avoid electric hazards:

**Locate overhead Lines** – Survey your job site to find overhead power lines, poles, guy wires and service drops.

**Inform Co-Workers what's Overhead and Underground** – Make sure everyone at the job site knows about nearby overhead power lines and underground utilities.

**Remember the 10' Rule** – Keep all vehicles, equipment, tools and people at least 10 feet away from overhead power lines.

**Locate Underground Facilities** – If you plan to dig, call the One-Call Center at 1-800-272-4480, 2-10 working days before digging so utilities can mark underground facilities.

**TO REPORT AN ELECTRICAL EMERGENCY CALL 1-800-490-0075**

# LIPA

## Distribution Design Department

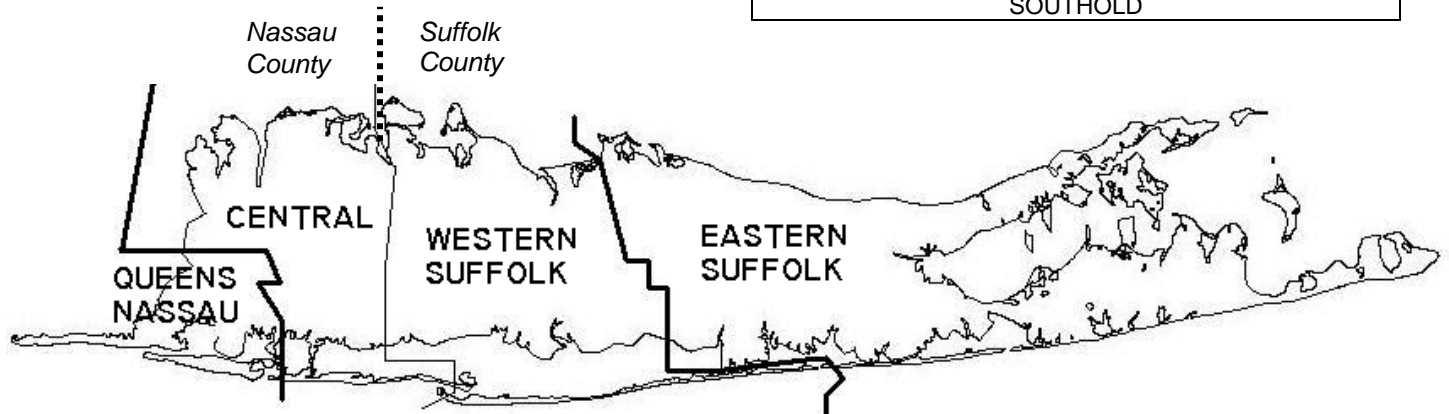
### Division Boundaries

Call the respective telephone numbers below for electric service requirements, inspections, appointments, and schedules in the geographic areas listed below

<b>QUEENS-NASSAU DIVISION</b> 455 Mill Rd. Hewlett NY 11756 Telephone: (516) 792-7112. Fax: (516) 792-7346 E-Mail: <a href="mailto:LIPAHewlett@service.lipower.org">LIPAHewlett@service.lipower.org</a>				
<b>FOR WORK IN ALL AREAS OF THE TOWNS OF:</b>				
Arvene Atlantic Beach Baldwin Bay Park Belle Harbor Bellerose Breezy Point Cedarhurst Edgemere	Elmont Far Rockaway Floral Park <i>(S/O Jericho Tpke)</i> Franklin Square Garden City <i>(W/O Meadowbrook Pkwy, S/O LIRR &amp; S/O Old Country Rd)</i>	Hempstead Hewlett Inwood Island Park Lawrence Lido Beach Long Beach Lynbrook Malverne	Meadowmere Park Mineola <i>(S/O Old Country Rd)</i> Neponsit New Hyde Park <i>(West &amp; South of New Hyde Park Rd, S/O LIRR &amp; S/O Jericho Tpke)</i>	Oceanside Point Lookout Rockaways Rockville Center Roosevelt Roxbury Stewart Manor Valley Stream Woodmere Woodsburgh

<b>WESTERN SUFFOLK DIVISION</b> 1650 Islip Ave. Brentwood NY 11717 Telephone: (631) 348-6044 Fax: (631) 348-6243 E-Mail: <a href="mailto:LIPABrentwood@service.lipower.org">LIPABrentwood@service.lipower.org</a>
<b>FOR WORK IN ALL AREAS OF THE TOWNS OF:</b>
BABYLON HUNTINGTON ISLIP SMITHTOWN FIRE ISLAND

<b>EASTERN SUFFOLK DIVISION</b> 117 Doctors Path. Riverhead NY 11901 Telephone: (631) 548-7042 Fax: (631) 548-7095 E-Mail: <a href="mailto:LIPARiverhead@service.lipower.org">LIPARiverhead@service.lipower.org</a>
<b>FOR WORK IN ALL AREAS OF THE TOWNS OF:</b>
BROOKHAVEN EAST HAMPTON RIVERHEAD SHELTER ISLAND SOUTHAMPTON SOUTHOLD



<b>CENTRAL DIVISION</b> 175 E. Old Country Rd. Hicksville NY 11801 Telephone: (516) 545-2242. Fax: (516) 545-2244 E-Mail: <a href="mailto:LIPAHicksville@service.lipower.org">LIPAHicksville@service.lipower.org</a>
<b>FOR WORK IN ALL AREAS OF THE TOWNS OF:</b>
North Hempstead Oyster Bay Hempstead <b>within the following areas:</b> Floral Park <i>(N/O Jericho Tpke)</i> Garden City <i>(E/O Meadowbrook Pkwy, N/O LIRR)</i> New Hyde Park <i>(North &amp; East of New Hyde Park Rd, N/O Jericho Tpke, N/O LIRR)</i>

## **IMPORTANT TELEPHONE NUMBERS**

For billing and other customer account inquiries contact:

***BUSINESS CALL CENTER  
1-800-966-4818***

For emergency service contact:

***LIPA ONE CALL CENTER  
1-800-490-0075  
From outside Long Island  
1-631-755-6900***

For markouts of underground facilities call

***New York City and Long Island One Call Center  
811 OR 1-800-272-4480***

For information on

***LIPA Energy Info Line  
1-800-692-2626***

***Distributed Resource Management Department  
516-545-4635 or 516-545-6122***

## **DIRECTORY OF LIPA CUSTOMER BILLING OFFICES**

### **NASSAU COUNTY**

2400 Sunrise Highway	Bellmore	11710
455 Mill Road	Hewlett	11557
175 East Old Country Road	Hicksville	11801
250 Willis Avenue	Roslyn Heights	11577

### **SUFFOLK COUNTY**

479 Park Avenue	W Babylon / Lindenhurst	11757
1650 Islip Avenue	Brentwood	11717
1000 Montauk Highway	Bridgehampton	11932
2045 Route 112	Coram	11727
15 Park Dr	Melville	11747
460 East Main Street	Patchogue	11772
117 Doctors Path	Riverhead	11901

# Commercial/Industrial JOB NOTIFICATION CHECKLIST/LOAD LETTER

Job Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Cross Street \_\_\_\_\_ Town \_\_\_\_\_

Builder's Name \_\_\_\_\_ Phone \_\_\_\_\_

Electrical Contractor's Name \_\_\_\_\_ Lic# \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

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## Service Characteristics

- Service Size \_\_\_\_\_ Amperes
  - 1 $\phi$
  - 3 $\phi$
- Voltage \_\_\_\_\_
- Overhead  Underground
- Main Switch Size \_\_\_\_\_ Amps
- Total Sq. Ft. of Building \_\_\_\_\_ Ft<sup>2</sup>

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## Load Information

- Lights \_\_\_\_\_ KW
- Motors \_\_\_\_\_ KW
  - Motor Class \_\_\_\_\_
  - Starts / Hr \_\_\_\_\_
- Largest \_\_\_\_\_ HP \_\_\_\_\_  $\phi$
- Refrigeration \_\_\_\_\_ KW
- Welders \_\_\_\_\_ KW
- Air Conditioning \_\_\_\_\_ Ton \_\_\_\_\_  $\phi$
- Heating \_\_\_\_\_ KW
- Computer \_\_\_\_\_ KW
- Other/Misc. \_\_\_\_\_ KW
- TOTAL \_\_\_\_\_ KW

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### Provide LIPA with a site plan or sketch indicating:

- Exact Building Location
- Proposed Transformer Pad Location
- Proposed/Existing Subsurface Facilities
- Proposed Pri/Sec Cable Route
- Proposed Meter Location

Requested Service Date \_\_\_\_\_

Long Island Power Authority  
Distribution Design Department

# LIPA CONNECTS FORM

**Applies to Residential Overhead Service Customers Only!!**

*Contractor to Complete all information Below*

**CUSTOMER**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_  
Electric Meter #: \_\_\_\_\_

**ELECTRICIAN**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
License#: \_\_\_\_\_  
Address: \_\_\_\_\_

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**RESIDENTIAL SERVICE INFORMATION**

Existing Overhead (Check one):

( ) #6 Cu Triplex    ( ) #4 Al Triplex    ( ) #6 Cu Concentric    ( ) 1/0 Triplex    ( ) Other

Meter Pan Manufacturer \_\_\_\_\_ Catalog # \_\_\_\_\_

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	YES	NO		YES	NO
Was Meter RE-INSTALLED .....	( )	( )	200 Amp Service or Less....	( )	( )
Existing Socket Meter.....	( )	( )	Point of Attachment Relocated		
Single Phase.....	( )	( )	less than two feet .....	( )	( )
Single Family.....	( )	( )	LIPA Supplied Connectors		
Existing 3 Wire.....	( )	( )	Utilized .....	( )	( )

New Load Addition \_\_\_\_\_ kW

Is there a pool in the vicinity of LIPA wires ? \_\_\_\_\_

New service entrance cable size \_\_\_\_\_

Date Service Installed \_\_\_\_\_

***Attach Electrical Inspection Certificate With Every Form Used !!***

**SEE REVERSE SIDE FOR INSTRUCTIONS**

**Transfer of service drop to new point of attachment is not permitted.  
Transfer shall be performed by LIPA.**

## LIPA CONNECTS Procedure for Electrical Contractors

**LIPA CONNECTS** Applies only to change of service that qualifies for all of the following conditions:

1. Residential Accounts
2. Single family house with a single meter
3. Single phase electric power
4. Existing 3 wire service entrance
5. Service entrance equipment NOT exceeding 200 amperes
6. Electrical Inspection Certificate (attached)

**LIPA CONNECTS Does not** apply to the following:

1. Commercial accounts
2. Multi-metered facilities
3. Three-phase electric power
4. Underground (existing or changing to) service cables
5. Service entrance equipment exceeding 200 amperes
6. New service or addition of meter(s)

The Electrical Contractor provides LIPA, Distribution Design Department with the following completed forms:

- a) **The Electrical Inspection Agency Certificate**
- b) LIPA CONNECTS forms

LIPA's Distribution Design Department will provide the following items to the Electrical Contractor in advance:

- a) Permanent connectors
- b) LIPA CONNECTS forms

Replenishment of initial stock will be issued to the contractors based on demonstrated prior usage.

Proceed as follows, depending on method of contact:

- a) Fax or mail the required paperwork to the nearest Distribution Design Office
- b) Proceed with the installation

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### **LIPA's Distribution Design Department Communication Information**

**Queens-Nassau Division**

455 Mill Road  
Hewlett, NY 11557  
Telephone (516) 792-7112  
Fax (516) 792-7346

**Western Suffolk Division**

1650 Islip Avenue  
Brentwood, NY 11717  
Telephone (631) 348-6044  
Fax (631) 348-6243

**Central Division**

175 E. Old Country Rd  
Hicksville, NY 11801  
Telephone (516) 545-2242  
Fax (516) 545-2244

**Eastern Suffolk Division**

117 Doctors Path  
Riverhead, NY 11901  
Telephone (631) 548-7042  
Fax (631) 548-7095

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