



NEW YORK

**NATIONAL GRID¹
CONDUIT OCCUPANCY
PROCESS**

Third Party Instructions

¹ Niagara Mohawk Power Corporation, d.b.a. National Grid. The National Grid companies include: Granite State Electric, Massachusetts Electric Co., Nantucket Electric Co., National Grid USA Service Co. Inc., New England Power Co., Niagara Mohawk Power Corp., and The Narragansett Electric Co.



New York Conduit Occupancy Process - Third Party Instructions -

These instructions outline the series of steps an Applicant must take to apply for and receive a license for occupancy to National Grid Conduit System. All forms and rates are obtained from the company's website www.ngrid.niagaramohawk/attachments, or by selecting the appropriate link in this document.

1.) Conduit Occupancy Agreement

a) Prior to submitting a conduit occupancy application request and prior to any occupancy to National Grid owned conduit system, all Applicants must become signatory to National Grid's Standard Conduit Occupancy Agreement ("Agreement").

2.) Application for Conduit Occupancy

a) Once the Agreement has been executed, the Applicant shall submit a complete Application for Conduit Occupancy to the Telecommunications Attachment Group "TAG" (Attachment 1 & Exhibit B) with an Application Fee of \$128.00 per Application (see Section 6 below for instructions).

b) TAG will review the application for completeness and notify the Applicant of any deficiencies. National Grid will assign responsibility for the conduit occupancy survey, and design work to the National Grid Distribution Design department. TAG will advise the Applicant of such work assignments and scheduling.

c) For design work by National Grid, TAG will provide the Applicant with a "Proposal for Survey and Estimated Services", the associated invoice, the National Grid Work Request (WR#) and National Grid contact information. No further processing of the attachment application will occur until payment is received.

d) Work performed by National Grid personnel shall be invoiced at the National Grid rate(s) in effect at the time of invoicing. National Grid service and make-ready rates may be revised once every twelve (12) months.

3.) Make-Ready Work

a) Required make-ready work identified from the pre-construction survey and its associated design work will be reviewed by National Grid for acceptance. Upon acceptance of such work National Grid will assign the make-ready work. Make-ready work may be assigned to (i) National Grid Field Operations, or (ii) a National Grid underground contractor, or (iii) the Applicant. If assigned to the Applicant, the Applicant shall utilize an electrical qualified underground contractor acceptable to National Grid. TAG will advise the Applicant of such work assignments.

b) For make-ready work assigned to National Grid or National Grid's contractor, National Grid will submit a "Proposal for Make-Ready Services" and the associated make-ready work invoice. The Applicant should then review and approve the proposal form [sign the acceptance box] and return it to TAG. The Applicant should send payment along with the detachable portion of the invoice as noted below. Advance payment shall be received prior National Grid commencing required make-ready work (see Section 6 below).

c) For make-ready work assigned to the Applicant, please refer to the "Conduit Policy Third Party Attachment Requirements for Applicants".

d) Make-ready work will be scheduled and performed by National Grid in the order received. National Grid will endeavor to perform make-ready work in the sequence established by the Applicant. If the Applicant does not specify a sequence of completion for the make-ready work, such



sequence of work completion will be determined by National Grid. Refer to the Requirements for National Grid contractor management and oversight.

e) Upon completion of the required make-ready work by National Grid or its contractor, National Grid will forward a “Notice of Make-Ready Completion” to the Applicant. If the Applicant’s contractor performs the required make-ready work, the Applicant shall provide a notice of completion to TAG.

f) National Grid will forward a License for attachment to the Applicant. All Licenses shall be signed by both the Applicant and National Grid.

4.) Construction Oversight, As-Built Drawings, and Post Construction Inspection of Conduit Occupants

a) Updating of National Grid documents to As-Built conditions will be required. As-Built document updates will be performed at posted National Grid Third Party Underground Service Work Rate Summary Sheet. TAG will provide the Licensee (Applicant) of National Grid’s associated cost.

b) National Grid will perform construction inspections of Licensee and/or Licensee’s contractor. TAG will provide the Licensee (Applicant) of National Grid’s associated cost.

c) National Grid may elect to perform a post construction inspection of Licensee attachments. In the event National Grid decides to perform a post construction inspection, TAG will advise the Licensee (Applicant) of National Grid’s decision and the cost thereof.

5.) Contact Information

Questions regarding the conduit occupancy agreement or the conduit occupancy application and licensing process should be addressed to the Telecommunications Attachments Group (TAG):

Michael Ludovico
National Grid Service Company
Telecommunications Attachments Group -OR -
300 Erie Blvd. West, C-1
Syracuse, NY 13202-4201
Telephone: 315-428-6688
Email: michael.ludovico@us.ngrid.com

Christian Thomas
National Grid Service Company
Telecommunications Attachments Group
636 Quaker Rd.
Glens Falls, NY 12801-3266
Telephone: 518-761-5850
Email: christian.thomas@us.ngrid.com

6.) Payment and Submittal Information

Payment Submittal:

Application Fee checks are to be sent to: **National Grid Service Company, Misc. Accts. Receivables Dept. at the address noted below.**

- The two hardcopies of the Application and route maps are to be sent to:

National Grid Service Company
Telecommunications Attachments Group
636 Quaker Rd.
Glens Falls, NY 12804



- **All payments** for National Grid services (conduit occupancy application fees, reviews, inspections, and make-ready work) regarding Third Party Conduit Occupancy **shall include the detachable portion of the invoice and shall be sent as follows:**

Original Payment To:

**National Grid Service Company
Misc. Accts. Receivables Dept.
300 Erie Blvd. West, B-3
Syracuse, NY 13201**

Copy of Payment and Invoice Detachment To:

**National Grid Service Company
Telecommunications Attachments Group
636 Quaker Rd.
Glens Falls, NY 12804**

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