SLEMCO
Commercial Service Order Procedure

1. SLEMCO customers can request service by doing the following:
   a. Contact SLEMCO's main service department at **(337) 896-5551**
   b. Contact one of the three SLEMCO service centers:
      i. **Kaplan** service center **(337) 643-6565**
      ii. **Crowley** service center **(337) 783-7714**
      iii. **Washington** service center **(337) 826-7911**
   c. Apply for service in person at the main SLEMCO office and ask to see someone in new accounts.

2. When a request for service is made a service order will be written by a SLEMCO customer service representative.

3. Usually the next working day a SLEMCO field representative will contact you concerning your request for service. He or she will make an appointment to meet with you and discuss your service needs.

4. The SLEMCO field representative will answer all questions concerning providing you with electrical service. He or she will quote any cost associated with your request and provide any specifications involved with your request.

5. Any payment for construction or meter deposits must be paid in the office, by mail, or by phone. **No Payments will be collected by field personnel**.

6. **Before any digging is done on your property LA One Call must be notified by calling 811 or 1-800-272-3020.** No work can begin until 48 hours after LA One Call has been notified. *Special Note: Vermillion, Iberia, and Cameron Parishes require 96 hours before any digging can take place.*

7. All parishes along with some municipalities in SLEMCO's service area require some sort of permit. Before beginning any wiring on your service contact your local Governing Authority in order to obtain the local regulations concerning obtaining electrical service. **SLEMCO will not install a meter for service unless the service has a permit from the local Governing Authority**.

8. SLEMCO will proceed with construction of your job even if no permit has been issued, **but will not install a meter before the permit has been obtained**.

9. If at the time of construction you are wired and inspected, SLEMCO will install the meter under the standard **$50.00** service charge. If at the time of construction you are not wired and inspected there will be an additional **$15.00** service charge for a serviceman to return later to install the meter.

10. **When it is required that SLEMCO supply the material that the electrician will install, the times that this material will be issued by SLEMCO is 9:00AM-12:00PM, 1:00PM-3:00PM during a SLEMCO normal business day.**

Applicability of SLEMCO's
Commercial Service Entrance Requirements

1. The service entrance must be located on the outside wall of the structure, making the meter accessible at all times, enabling SLEMCO to make the necessary service connections without having the service wires crossing over any large portion of the roof. The inside walls of an open carport area are not considered as outside walls of the structure.

2. Anytime a service entrance is changed due to inadequacy, the new service entrance must meet SLEMCO's Commercial Service Requirements.

3. Where a customer asks that the service be disconnected in order to make repairs to the existing commercial establishment, new specifications do not apply. New specifications apply any time the meter location is changed.

4. SLEMCO will replace the underground secondary conductors should a failure occur. SLEMCO does not stock underground secondary conductor greater than 350 kcmil. Therefore, any failed service that will require secondary conductors greater than 350 kcmil will have to be provided by customer.

Commercial-Overhead Service Entrance Conductor Table		
Description	**Specifications**	**Ampacity**
Aluminum		
#4 COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	75
#2 COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	100
#1/0 COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	135
#2/0 COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	150
#3/0 COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	175
#4/0 COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	205
250 MCM COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	230
300 MCM COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	260
350 MCM COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	280
400 MCM COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	305
500 MCM COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	350
600 MCM COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	385
700 MCM COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	425
750 MCM COVERED STRANDED (AL)	RHW-2, THWN-2, XHHW-2	435
Copper		
#6 COVERED STRANDED (CU)	RHW-2, THWN-2, XHHW-2	75
#4 COVERED STRANDED (CU)	RHW-2, THWN-2, XHHW-2	95
#2 COVERED STRANDED (CU)	RHW-2, THWN-2, XHHW-2	130
#1/0 COVERED STRANDED (CU)	RHW-2, THWN-2, XHHW-2	170
#2/0 COVERED STRANDED (CU)	RHW-2, THWN-2, XHHW-2	195
#3/0 COVERED STRANDED (CU)	RHW-2, THWN-2, XHHW-2	225
#4/0 COVERED STRANDED (CU)	RHW-2, THWN-2, XHHW-2	260
250 MCM COVERED STRANDED (CU)	RHW-2, THWN-2, XHHW-2	290
300 MCM COVERED STRANDED (CU)	RHW-2, THWN-2, XHHW-2	320
350 MCM COVERED STRANDED (CU)	RHW-2, THWN-2, XHHW-2	350
500 MCM COVERED STRANDED (CU)	RHW-2, THWN-2, XHHW-2	430
750 MCM COVERED STRANDED (CU)	RHW-2, THWN-2, XHHW-2	520

Notes

1. 750 MCM is largest conductor that will be allowed for OH service entrances.
2. Maximum number of runs (conductors per phase) is four (4).
3. Every run requires a separate weather head and associated service mast.
4. Service entrance conductors must be covered, stranded, and rated for 600V.
5. The neutral conductor shall be sized no smaller than two sizes less than phase conductor.
6. Diesel Locomotive (DLO) conductor is prohibited.

Commercial-Underground Secondary Conductor Table		
Description	**Specifications**	**Ampacity**
Aluminum		
#4/0 COVERED STRANDED (AL)	BELOIT URD	225
250 MCM COVERED STRANDED (AL)	HOFSTRA URD	250
300 MCM COVERED STRANDED (AL)	GONZOGA URD	280
350 MCM COVERED STRANDED (AL)	RUTGERS URD	305
400 MCM COVERED STRANDED (AL)	DARTMOUTH URD	325
500 MCM COVERED STRANDED (AL)	EMORY URD	370
600 MCM COVERED STRANDED (AL)	DUKE URD	410
700 MCM COVERED STRANDED (AL)	FURMAN URD	440
750 MCM COVERED STRANDED (AL)	SEWANEE URD	470
1000 MCM COVERED STRANDED (AL)	FORDHAM URD	545

Notes

1. 1000 MCM is largest conductor that will be allowed for UG secondary.
2. Maximum number of runs (conductors per phase) is six (6).
3. Every run requires a separate conduit.
4. Secondary conductors must be covered, stranded, URD, and rated for 600V.
5. The neutral conductor shall be sized no smaller than two sizes less than phase conductor.
6. Diesel Locomotive (DLO) conductor is prohibited.