



To: Electrical Contractors within the Westar Energy Servicing Territory
RE: Third Party Meter Handling

Westar Energy has adopted a policy that defines the procedures to be used when third parties work with Westar Energy property. The goal of the policy is to define a consistent set of conditions under which third parties may be allowed to handle Westar Energy meters and/or facilities and requirements necessary to ensure the safety of the workers and prevent potential damage to our equipment or that of our customers.

Below are the guidelines outlined in the policy.

Only qualified third parties will be allowed to remove and set electric meters. In order to be qualified, third parties shall¹:

- Be licensed electricians or trained and qualified to remove and set electric meters with the different voltages encountered on Westar Energy property.
- At minimum, wear the Personal Protective Equipment (PPE) required by Occupational Safety and Health Administration (OSHA) including a hard hat, safety glasses, rubber gloves (with leather protectors), and natural fiber clothing (which may or may not be enough, depending on the actual arc hazard present). Additional safety precautions should² be encouraged.
- Assume full responsibility for providing all training and PPE necessary for their employees to comply with this policy.
- Notify Westar Energy at the time the meter is replaced (and inspected if necessary) in order for Westar Energy to reseal the meter housing.

Westar Energy shall¹ make available a copy of these requirements to all third parties who wish to perform such work.

Third parties who are not qualified or otherwise unwilling to perform removing and setting electric meters, or do not comply with this policy, shall¹ call Westar Energy for an appointment to have a qualified company employee or agent of the company to perform the work. Appointments shall¹ be made during normal working hours. Requests for appointments outside of normal working hours will result in a charge to the requestor, or Westar Energy customer, whichever is applicable.

Third parties who remove electric meters but do not return them to their original meter base will be responsible for all expenses incurred by Westar Energy while correcting the metering and customer billings.

No third party shall¹ disconnect or handle the service entrance conductors at the weather head without specific permission from Westar Energy.

No third party shall¹ remove a meter from an energized 3 wire 3 phase meter socket.

No third party shall¹ remove a transformer rated meter.

No third party shall¹ work with a class 320 meter socket or 3 phase 200 amp meter socket.

Third parties found not complying with this policy shall¹ be notified. If Westar Energy discovers any further noncompliance, we shall take steps necessary to stop the noncompliance, up to and including obtaining an injunction from the court.

Westar Energy retains the right, at our discretion, to serve our customers.

The procedures listed above encompass special circumstances such as storms and natural disasters.

¹ The word “shall” indicates provisions that are mandatory.

² The word “should” indicates provisions that are normally and generally practical for the specified conditions. However, where the word “should” is used, the Company recognizes that, in certain instances, additional local conditions not specified may make these provisions impractical.