



Instructions for Submitting Request for Review & Approval of Metering Equipment

Meter Pak Equipment Modular Meter Equipment

Per Austin Energy (AE) Design Criteria (Section 1.5.1 Network Service, Section 1.5.2 Commercial Service in Non-Network Areas, Section 1.5.3 Residential Service in Non-Network Areas and Section 1.9.0 Metering)

“Prior to purchasing and installing any equipment, the Customer shall contact Austin Energy’s Electric Meter Operations Section for approval of the following equipment:

*Customer shall furnish, install, own, and maintain:
Gauged-meter socket assemblies (modular metering)”*

Customer shall submit required documentation for modular metering as attachments to the associated permits. Once documentation has been attached to the permit(s) an email should be sent to AEAdvancedMeteringEngineering@austinenergy.com.

Required Documents:

1. Modular Metering Equipment Form (MMEF) - complete separate request form for each modular metering bank/center.
 - a. Complete a new MMEF with an updated signature and date for any changes after the original submission.
2. Highlighted Equipment Cut Sheets/ Bill of Materials
3. Approved ESPA(s)
4. Electrical Riser Diagram/ One-Line
5. Site Plan

For a smooth review, ensure all documents reflect consistent information. If changes are made, update your MMEF accordingly.

For questions, contact Austin Energy
Advanced Metering Systems & Engineering
Email: AEAdvancedMeteringEngineering@austinenergy.com

Austin Energy Privacy Policy
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**Meter Pak Equipment
Modular Meter Equipment**

Customer Information:

Name: _____

Address: _____

Email Address: _____

Legal Description: _____

Project Name: _____

Project Address: _____

Designation: Bldg: _____ MC: _____ HP: _____

Service Type: Commercial Residential (Only) Commercial (w/ Residential)

Metering Equipment:

Service Main Size (Amps): _____

Note: Main disconnect shall be sized per manufacturer handle rating

Number of Meter (s): _____ Overhead Underground

Service Voltage (IN): Single-Phase Three-Phase

Unit Voltage (OUT): 120/240 120/208 Single-Phase 120/208 Three-Phase

HP _____ Voltage: (OUT) Single-Phase Three-Phase

Manufacturer Name: _____

Main Disconnect Catalog Number: _____

Surge Protection Device (SPD) Catalog Number: _____

Meter Stack Catalog Number: (How many stacks per part# ie, (2) EXMR314... (3) MML...).

Customer Representative Information:

Modular Metering Form Completed By: _____

Print

Name: _____

Phone Number: _____

Signature: _____ Date: _____

Electric Permit Numbers: _____

*Please provide single point of contact



- 1. Full submission attached to your electrical permit (s)? ___ Yes ___ No
- 2. Email sent to AE AMSE & AE MRT notifying them of the new submission/ update(s)? ___ Yes ___ No
- 3. Are the following documents included in your submission?
 - a. Modular Metering Equipment Form (MMEF) for each meter center/ bank ___ Yes ___ No
 - b. Highlighted Equipment Cut Sheets/ Bill of Materials ___ Yes ___ No
 - c. ESPA with an approval stamp from AE Distribution Design ___ Yes ___ No
 - d. Electrical Riser Diagram/ One-Line approved by AE Distribution Design and stamped by P.E. ___ Yes ___ No
 - e. Site Plan approved by AE Distribution Design ___ Yes ___ No

Metering Equipment Review and Approval: (For Austin Energy Use Only)

Does equipment meet Austin Energy equipment specifications for modular metering equipment?

Yes No

Comments: _____

Modular Metering Approved for Purchase:

AE Representative: _____

Date: _____

Approval Verification Stamp By AMSE: _____

Modular Metering Equipment Inspection:

AE Representative: _____ Pass _____ Fail

Date: _____

Comments: _____