



APPLICATION FOR ALTERNATE METERING SYSTEM

Applicant Information		
*Last Name	*First	M.I.
*Street Address		
*City	*State	*ZIP
*Phone	E-mail Address	
*Account Number:		
*Customer Number:		
*This field must be filled out to process your application.		
I am selecting the:		
<input type="checkbox"/> Exterior-mounted, radio metering system (page 1)		
<input type="checkbox"/> Exterior-mounted, non-radio metering system (Touchpad) (page 2)		
You may select only one alternate metering system. Sign and date either the radio metering system on page 1 OR the touchpad metering system on page 2. Applications with signatures in both boxes are not valid.		
After signing, please return both pages of this application to the address located on page 2 of this document.		
Exterior-Mounted, Radio METERING SYSTEM		
This includes a remote radio transmitter mounted on the exterior of the structure.		
<ul style="list-style-type: none"> • The remote radio transmitter will transmit a meter reading to a receiver in a SPRWS vehicle to provide the water usage information required for billing. • The remote radio transmitter must be connected to the meter in the basement via a cable. <ul style="list-style-type: none"> ○ The owner is responsible for the installation and maintenance of the cable. 		
Signature AND Certification of Acceptance of Responsibilities		
I certify, as property owner, that I am requesting an exterior-mounted, radio metering system I understand I will be responsible for the Reset Charge related to this request. I understand that I will be responsible for installing and maintaining the cable. I understand that, in the event the cable becomes defective, SPRWS will notify me (owner of record) of the defect by letter. If I fail to correct the defective cable within 30 days, water service will be discontinued and a service charge (currently \$50 and subject to change) will be applied to the account. Water service will not be restored until the defective cable has been corrected.		
Signature	Date	

Please turn over/go the next page to select the exterior-mounted, non-radio metering system (Touchpad)

Exterior-Mounted, Non-Radio METERING SYSTEM (Touchpad)	
<p>This includes a remote meter reading receptacle (Touchpad) mounted for optimal accessibility on the exterior of a structure as approved by SPRWS.</p> <ul style="list-style-type: none"> • The metering system requires a meter reader to access the owner’s private property and physically connect to the remote meter-reading receptacle (Touchpad) to obtain the water usage information required for billing. • The remote meter-reading receptacle (Touchpad) will be connected to the meter in the basement via a cable <ul style="list-style-type: none"> ○ The owner is responsible for the installation and maintenance of the cable. • A charge, currently \$12, for every actual or estimated meter reading will be applied to the owner’s account. 	
Signature AND Certification of Acceptance of Responsibilities	
<p>I certify, as property owner, that I am requesting an exterior-mounted, non-radio metering system (Touchpad).</p> <p>I understand I will be responsible for the Reset Charge related to this request.</p> <p>I understand that I will be responsible for installing and maintaining the cable.</p> <p>I understand that, in the event the cable becomes defective, SPRWS will notify me (owner of record) of the defect by letter. If I fail to correct the defective cable within 30 days, water service will be discontinued and a service charge (currently \$50 and subject to change) will be applied to the account. Water service will not be restored until the defective cable has been corrected.</p> <p>I understand that a charge, currently \$12, for every actual or estimated meter reading will be applied to my account.</p>	
Signature	Date

If you have any questions regarding this application form or the process, please call meter operations at 651-266-6850 between 7:30 a.m. and 4:00 p.m. Monday – Friday.

Please indicate the alternate metering system you are selecting by signing and dating that metering system, and return both pages of this application to:

Meter Operations
Saint Paul Regional Water Services
1900 Rice Street
Saint Paul, MN 55113



SPRWS Standards for the Installation Of Water Meter Cable

The SPRWS standard water meter is a Neptune R900i water meter with integrated radio transmitter. This unit requires no cabling. However, in accordance with Board of Water Commissioners Resolution No. 7130, property owners may elect an alternate metering system, which includes an exterior-mounted, remote meter-reading device. Owners may either elect a remote radio transmitter or touch pad. The remote meter-reading device must be connected to the water meter by a cable installed and maintained by the property owner. SPRWS installs and maintains the meter and remote meter-reading device.

THE CABLE

Must be 22-gauge, four-wire cable. It is available at no cost and can be picked up at the SPRWS offices at 1900 Rice Street in Saint Paul during normal business hours.

It is the property owner's responsibility to ensure that the wiring of the cable meets all codes.

LOCATION

Radio Metering System

Identify the outside location for the remote radio transmitter. (Generally, the homeowner may determine location. However, it must not be obstructed, must be between 3 feet and 5 feet high, and must be readily accessible for SPRWS maintenance.)

Non-Radio Metering System (Touchpad)

The touch-pad unit location will be determined and approved by SPRWS.

- a. It shall be 4-feet high at a location accessible to a meter reader year-round.
- b. It shall not be located within a fenced-in area.
- c. It shall not be located in an area that creates a hazard for the meter reader due to situations including, but not limited to:
 - i. Dogs or other potentially dangerous animals
 - ii. Bushes or other obstructions
 - iii. Ice or snow accumulations

INSTALLATION

1. Drill a suitable hole in the outside wall for the cable to pass to the location of the remote radio transmitter or touch pad unit.
2. Pass the wire through the drilled hole from the outside and extend it to the meter's location. Caulk the drill hole around the cable as needed.
3. Starting from the meter's location, using electrical staples, staple the cable to internal walls, floor studs, and sills to the point where it passes outside.
 - a. Avoid contact with heated surfaces.
 - b. Be sure that fastening staples do not cut the cable's insulation.
4. Leave 18 inches of extra cable on both the interior and exterior ends to allow for installation of the remote radio transmitter or the touch pad unit.
5. If the remote meter-reading device will be mounted to a pole, fence etc., that would necessitate burying the cable, we recommend using a PVC electrical conduit to protect the cable and facilitate replacement if required.
6. Once the cable is in place, use a circuit tester to test the conductivity of the wire. You must ensure an electrical current can pass through the wire before calling to schedule the installation of your meter and remote radio transmitter or touch-pad unit.