

	Electric System Operations	SOP Name	Used Poles
		Revision #	0002
		Implementation Date	May 14, 2018
		Last Reviewed/Update Date	March 2020
SOP Owner	Supervisor, ESO	Approval	<i>General Manager</i>

Standard Operating Procedure

1. Purpose

To ensure ALL Members are treated with respect and equally, which specifically means that every Member has the same access to used poles if the poles are fit to be used.

2. Scope

This SOP includes all Arab Electric Cooperative poles that are going to be or have been removed from service. Additionally, this SOP describes the methods by which the Arab Electric Cooperative, Inc. (AEC) will equitably dispose of used poles that are fit to be used as agricultural fence posts.

3. Procedure

AEC crews have three options when removing a used pole from service and all hardware has been removed:

1. The same day, bring the used pole to AEC to be cut. These poles will be sold to the first Member to show up with money, currently \$0.50/foot. The Warehouseman, or his designee coordinates payment with Member Services to ensure a receipt is provided and funds are recorded in the appropriate Accounting General Ledger entry.
2. The same day, bring the used pole to the pole yard to be placed in the dumpster if the pole is deemed by the crew too dangerous or otherwise not fit for agricultural fence posts.
3. At the location, sell it to the Member at that location if that Member wants them. A receipt will be provided to that Member at that time, and that crew foreman will bring the payment to Member Services to ensure a receipt is provided and funds are recorded in the appropriate Accounting General Ledger entry. These poles will be sold to that Member for \$0.50/foot, via cash or check only. Foremen will be provided a receipt book to keep in their truck for these purposes.

At the discretion of the Electric System Operations Supervisor, AEC may occasionally cut a good section of a used pole into 16-foot lengths to offer a more economical choice to Members for the purposes of a service pole to provide service at a mobile home. These will be sold as outlined above.

4. References

None

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My signature above indicates that I have received this SOP, and I understand that I am encouraged to discuss any concerns with my supervisor.