



INSTRUCTIONS FOR CONDUIT AGREEMENTS

1. Applications for new conduit agreements for Rochester Gas and Electric (RG&E) **must be made** through Laura B. Read, Joint Use of Plant. The interested party should contact Laura at (607)237-5037 or lbread@nyseg.com .
2. A conduit agreement template is available for review prior to the final decision to apply to enter the duct system.
3. To begin processing the conduit agreement, the following information is required from the official owner of the facilities:
 - a. Official Company name and address
 - b. Contact name, phone number and email
 - c. Legal contact (if involved) name and address
 - d. Contact name, phone number and email of Accounts Payable contact
 - e. W-9
4. Once the above information is received, the conduit agreement will be electronically forwarded to the applicant.
5. The companies will sign two originals and forward the two complete, signed originals to:

RG&E/NYSEG
Joint Use of Plant
180 South Clinton Avenue
5th Floor
Rochester, NY 14067
6. Once signed by RG&E/NYSEG management, a signed original will be returned to the applicant.



7. Proof of liability insurance is required. A copy of the certificate is acceptable and can be mailed to the above address or emailed to lbread@nyseg.com. This insurance certificate must be submitted annually during the term of the agreement.
8. Once the Conduit Agreement has been signed by both parties and the certificate of liability is received by Joint Use of Plant, the applicant should submit their applications to RG&E electronically to Christina Hawkins at JointUseRGE@avangrid.com. She will process the application and forward it to engineering for review. Engineering will determine if there is adequate space in the existing conduits and manholes for the applicant to pull cable through. Engineering will also determine if break-ins will be approved and will send their findings to Christina Santangelo, who will contact the applicant directly. No applications will be considered until the agreement has been signed in full. Engineering will not process applications unless they are received from the Joint Use coordinator directly.
9. Any make-ready work and costs will be determined by the engineer. The applicant will also be responsible for all fees associated with the make-ready ride outs and post inspections. Required make ready work is the financial responsibility of the applicant and must be paid in full prior to the start of the make ready work. RG&E reserves the right to contract engineering work and inspections and all costs will be passed on to the applicant.
10. All applications must be submitted on the applicable RGE Exhibit A form. Applications must be filled in completely and accurately to minimize delays in processing.
11. Any questions should be directed to Laura B. Read at (607)237-5037.