


Third Party Attachment Process Guide

4400.02.002

Revision: 1

	Document Title: Third Party Application	Document No.:	4400.02.002
	Process	Revision:	1

 People first. Safety always.	<u>Document Title:</u>	
	<u>Third Party Attachment Process Guide</u>	
<u>Document Type:</u>	<u>Document No.:</u>	
<u>02 - GUIDELINES</u>	<u>4400.02.002</u>	
<u>Department:</u>	<u>Version:</u>	<u>Effective Date:</u>
<u>Third Party Attachment</u>	<u>01</u>	<u>03/31/2026</u>
<u>For others, specify here</u>		
<u>Shared document with: Select one</u>		
<u>* Select the Departments impacted by the document (If apply)</u>		<u>For other, specify here</u>

	Document Title: Third Party Application Process	Document No.: 4400.02.002
		Revision: 1

Table of Contents

1.0	ABOUT THIS DOCUMENT	4
1.1.	Summary.....	4
1.2.	Purpose.....	4
1.3.	Scope	4
2.0	PROCEDURE.....	6
3.0	DOCUMENT REVISION HISTORY	8



	Document Title: Third Party Application	Document No.:	4400.02.002
	Process	Revision:	1

1.0 ABOUT THIS DOCUMENT

1.1. Summary

This Application Guide provides third-party applicants with clear instructions for submitting utility pole attachment requests on PREPA Utility poles. It outlines the standardized process for completing and submitting permit applications through AldenOne, LUMA’s official platform for managing third-party attachments (TPA) joint-use activities. The guide also describes the available options for completing the required technical evaluations and ensuring all requests comply with Third-Party Attachment (TPA) Engineering Standards and applicable regulations.

1.2. Purpose

The purpose of this guide is to assist third-party applicants in properly submitting utility pole attachment requests and to ensure these requests follow a consistent, streamlined, and compliant process. By using this guide, applicants can better understand the steps, requirements, and documentation needed to satisfy LUMA’s technical, safety, and regulatory criteria.

1.3. Scope

This guide applies to all third-party entities seeking to attach equipment to PREPA Utility poles. It must be used together with the Third-Party Attachments (TPA) Engineering Standards and, when applicable, the Make-Ready Process for Utility Pole Attachments guide, both available on LUMA’s website. If conflicts arise between this guide and an executed third-party attachment agreement, the agreement shall take precedence. This guide may be updated periodically and republished on LUMA’s website.



	Document Title: Third Party Application	Document No.:	4400.02.002
	Process	Revision:	1

2.0 PROCEDURE

Intro de AldenONE... To begin submitting pole-attachment requests, each applicant must have an AldenOne user account:

2.1. Creating an AldenOne Account.

2.1.1. Go to the registration page for new users. Provide your work email, company name, username, secure password, and contact information. Agree to AldenOne terms and complete registration. You will receive a confirmation email to verify your email address

2.1.2. Company registration (if your organization is not listed):
Complete the “Company Not Listed?” form with company details. AldenOne administrators will review and approve. Only after approval can users proceed.

2.1.3. Configure user settings by setting notification preferences (e.g., updates when requests are assigned or change status), and change password as needed

2.2. Initiate a “Permit-to-Attach” Request

2.2.1. Once registered and logged in navigate to the Joint Use Permit or Pole Attachment section (often labeled “Conversation” or “Permit-to-Attach”).

2.2.2. Click “Create New Conversation” to start your request

2.2.3. In the Header, fill required fields—e.g., request title, type of attachment, height—fields marked with an asterisk (*) are mandatory

2.3. To select poles and attachments in the application request, there are two available methods: Map View or Grid View.

2.3.1.1. In Map View, toggle “Show poles” → select desired poles → click “Add to Conversation”.

2.3.1.2. In Grid View, select poles using checkboxes or “Select All”, then choose “Add proposed attachments”

2.3.1.3. If a pole does not appear, select Header and go to Pole File and upload excel file with the pole list. Make sure to refresh the query sheet and save the file, before uploading the excel file in AldenOne.

	Document Title: Third Party Application	Document No.:	4400.02.002
	Process	Revision:	1

2.4. Upload Required Documentation

At this stage, the application process branches into two distinct paths depending on which party will be performing the pre-construction technical evaluation, including the pre-construction survey, pole loading analysis, make ready design (if applicable), and any other engineering or technical assessments required for the proposed attachment (“Technical Evaluation”). Both processes use AldenOne for submission, but the scope of work, roles, required documentation and application costs differ.

2.4.1. Process Option A:

Applicant performs the Technical Evaluation and submits a complete application, including the Required Documentation listed below and certified, signed and sealed by a professional engineer (P.E.) validating that the Technical Evaluation was completed and is in compliance with the current Third-Party Attachment (TPA) Engineering Standards (“TPA Engineering Standards”) and that the supporting infrastructure can accommodate the additional load. The Applicant must engage P.E. resources in good standing, and active member of the *Colegio de Ingenieros y Agrimensores de Puerto Rico (CIAPR)*.

Application Cost per utility pole: **\$15**

2.4.1.1. In the conversation request the applicant shall attach the following documents for review (“Required Documentation”):

- A. Explanatory Memorandum of the Proposed Project
- B. P.E. Credentials
- C. Photos, project plans, and any other supporting document deem necessary.
- D. Proposed Cable height per pole
- E. Drawings and diagrams showing proposed spacing according to NESC and current industry standards.
- F. Positive Structural analysis/Pole Loading Analysis (PLA) report for each utility pole.
- G. If the project requires a Make-Ready, please see Make Ready Process for Attachments guidelines.

2.4.2. Process Option B.

	Document Title: Third Party Application	Document No.:	4400.02.002
	Process	Revision:	1

Applicant requests that LUMA performs the Technical Evaluation and validate the proposed project feasibility. Under this option the applicant must upload all the necessary information regarding the proposed project in the Explanatory Memorandum of the Proposed Project. LUMA will then conduct the Technical Evaluation and upload the remaining Required Documentation to the AldenOne application conversation.

Application Cost per utility pole: **\$180**

2.4.2.1. In the conversation request the applicant shall attach the following documents for review:

- A. Explanatory Memorandum
- B. Photos, project plans, and any other supporting document deem necessary.

2.5. Send and Track the Conversation

2.5.1. Upon completing uploads and form entries, save your work and change the status to “sent” or equivalent. The thirty (30) days to review the application will begin once the application appears *Submitted*

2.5.2. The request will be assigned to LUMA’s team for review

2.5.3. The applicant will receive email notifications as your request progresses or if updates are needed.

2.6. Billing Process

2.6.1. Once the application is submitted, LUMA will receive the application, generate an invoice and send a billing letter to the applicant.

2.6.2. Payment is due within 30 calendar days from the date of the billing letter.

2.6.3. If payment is not received within 30 days, any new applications submitted after this period will not be processed. New applications will be processed when account is current.

2.7. Follow-Up and Response

2.7.1. Monitor your email and AldenOne dashboard for messages, status changes, or requests for corrections.

2.7.2. If corrections are needed, revise your re-submission and re-send.

2.7.3. Once approved, LUMA will issue formal confirmation through the conversation thread.

	Document Title: Third Party Application Process	Document No.: 4400.02.002
		Revision: 1

2.8. Post Construction Notification

The applicant is required to notify the completion of the work through AldenOne. Upon receiving this notification, LUMA will conduct a post-construction inspection to verify that all installations were completed in accordance with the approved permit application.

3.0 DOCUMENT REVISION HISTORY

Revision	Effective Date	Lead Reviewer/Job Title	Description of Change
0	03-16-2026	Jessica Arnaldy/Section Manager	Initial Release
1	03-30-2026	Jessica Arnaldy/Section Manager	Added pole description

End of Document