

Application No.: A.25-06-017  
Exhibit No.: LIB-16



(U 933-E)

**Mountain View Fire Cost Recovery Application**  
**Exhibit LIB-16**

**Liberty CalPeco's Response to  
DR CalAdvocates-LIB-A2506017-003  
with Attachment**



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September 3, 2025

**Liberty Utilities (CalPeco Electric) LLC**

**A.25-06-017**  
**WEMA**

**The Public Advocates Office**

Data Request No.: CalAdvocates-LIB-A2506017-003  
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Date Received: August 19, 2025  
Due Date: September 3, 2025

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**REQUEST NO. 1:**

For Recloser 1621 R2 on the Topaz 1261 circuit:

- a. What was the phase-to-phase fault current setting as of November 17, 2020?
- b. What was the phase-to-ground fault current setting as of November 17, 2020?
- c. Did Liberty change the phase-to-phase fault current setting after the installation of the Recloser on March 2020?
  - i. If yes, what was the most recent phase-to-phase fault current setting prior to November 17, 2020?
- d. Did Liberty change the phase-to-ground fault current setting after the installation of the Recloser March 2020?
  - i. If yes, what was the most recent phase-to-ground fault current setting prior to November 17, 2020?

**RESPONSE:**

- a) The 1261 R2 Recloser had a phase pickup of 110 amps. Please see attachment Topaz 1261 R2 Line Recloser Upgrade (Memorandum).pdf, which specifies pickup amperages and time-current curves for the Topaz 1261 reclosers following the upgrade of the 1261 R2 Recloser in March 2020.

- b) See response to part (a). The 1261 R2 Recloser had a ground pickup of 52 amps.
- c) Liberty's records indicate the phase-to-phase fault current settings were updated as a result of a new coordination study when the 1261 R2 Recloser was upgraded in March 2020.
  - i) Liberty's records indicate that, as of January 2015, the 1261 R2 Recloser had a phase pickup of 100 amps.
- d) Liberty's records indicate the ground fault current settings were updated as the result of a new coordination study when the 1261 R2 Recloser was upgraded in March 2020.
  - i) Liberty's records indicate that, as of January 2015, the 1261 R2 Recloser had a ground pickup of 70 amps.

**REQUEST NO. 2:**

- a. Please define "Hot Tag," as used in [include reference here].
- b. Please provide copies of any policies or manuals containing a "Hot Tag" setting operating procedure.
- c. What is the difference between "Hot Tag" setting and "non-reclose mode" on a recloser?

**RESPONSE:**

Liberty objects to this Question as vague and ambiguous as to the term "Hot Tag" and incomplete as to subpart (a). Liberty understands "Hot Tag" to refer to "hotline tag" as that term is used in Liberty-03: Prudence of Operations and Liberty's Electric Operating Procedure. Subject to and without waiving its objections, Liberty responds as follows:

- a) "Hotline tag" refers to an alternate setting or mode that may be selected for a recloser in connection with maintenance work on or near energized equipment. The hotline tag mode provides for instantaneous tripping at a specified pickup amperage and disables automatic reclosing functionality (meaning the recloser trips to lockout after a single operation).
- b) Please see the attachment Clearance and Control - Electric Operating Procedure.pdf, which reflects the procedure in effect as of November 17, 2020 describing the use of hotline tag mode to support non-reclose assurance during maintenance on or near energized lines.
- c) For reclosers that did not have a dedicated fire mode setting, such as the 1261 R1 Recloser, Liberty disabled reclosing functionality during fire season. For such devices, Liberty-03: Prudence of Operations describes settings with the reclosing functionality is disabled as "non-reclose mode," though this is not a specific recloser setting mode available for selection. As described in response to subparts (a) and (b) above, hotline tag refers to a specific mode selected in connection with maintenance work on or near energized equipment, which also disables reclosing functionality.

**REQUEST NO. 3:**

In the Application, Exhibit Liberty-02, page 11, Liberty states that “At approximately 11:55:43 a.m., thirty-two seconds after the initial ground fault, the 1261 R2 Recloser operated and locked out, de-energizing the Topaz 1261 Circuit downstream of the 1261 R2 Recloser.”

- a. What was the highest ground fault current recorded on Recloser 1621 R2 prior to lockout?
- b. What was the time delay setting of 1621 R2 on the first reclose operation?
- c. What was the time delay setting of 1621 R2 on the second reclose operation?
- d. 1621 R2 is set for how many reclose operations?
- e. How many reclose operations occurred in the 32 seconds before the 1621 R2 locked out?
- f. Please explain the auto-reclosing scheme of 1621 R2.

**RESPONSE:**

Liberty understands all subparts of this Question to be referring to the 1261 R2 Recloser.

- a) Based on the available relay data, the highest ground fault current recorded by the 1261 R2 Recloser prior to lockout was 261 amps.
- b)-d) The 1261 R2 Recloser’s normal settings allowed for two reclose attempts prior to lockout. The first operation was on a fast time-current curve with a two second reclose interval following operation. The second and third operations were on a delayed time-current curve, with a fifteen second reclose interval following the second operation. The 1261 R2 Recloser’s normal settings used a 30 second reset timer.
- e) Based on the available relay data, two reclose operations occurred before the 1261 R2 recloser tripped to lockout at approximately 11:55:43 a.m.
- f) Please see response to subparts (b) – (d) above.

**REQUEST NO. 4:**

In the Application, Exhibit Liberty-02, page 43, Liberty states, “The 1261 R2 Recloser recorded a phase-to-phase fault around 9:48 a.m. and operated, de-energizing that portion of the circuit and causing an outage. Following a patrol of the affected line, at 10:41 a.m. the 1261 R2 Recloser was closed, re-energizing the line and restoring power to the affected customers. In coordination with field personnel supervising the reconductoring work, the hotline mode was disabled and the 1261 R2 Recloser was returned to normal mode.”

- a. Does “return to normal mode” mean that the 1261 R2 was returned to “reclose mode”?
  - i. If yes, please state the reason why the 1261 R2 was returned to normal mode.
  - ii. If no, explain the meaning of “normal mode.”
  - iii. Please provide any operating procedures justifying the return to normal mode following an outage when the recloser was in “hotline mode.”

**RESPONSE:**

- a) The quoted testimony in Liberty-02 indicates the 1261 R2 Recloser was restored to its normal settings, which allowed for reclosing, as described in Question 3, subpart (f). The 1261 R2 Recloser was returned to normal mode after field personnel reported that they had

patrolled the line after the outage and released their non-reclose assurance related to the reconductoring work on the 1261 Topaz Circuit that morning, meaning they no longer required the 1261 R2 Recloser to be in hotline tag mode. As described in *Liberty-03: Prudence of Operations*, the R2 Recloser and other reclosers were taken out of fire mode or non-reclose mode in early November 2020 after the Tahoe region received its first snowfall. Please see *Liberty-03: Prudence of Operations*, Part VI.B.3, which describes Liberty's policies related to recloser operations and Part VI.A, which describes Liberty's policies for patrol and re-energization of lines after an outage, and the attachment *Re-Energization of Circuits - Electric Operating Procedure.pdf*.

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**Page: 1 of 79****INTRODUCTION**

The purpose of this document is to provide personnel safety, maintain integrity of service, and protect apparatus used in the transformation, transmission, and distribution of electrical energy. The Clearance and Control procedure shall be followed when isolating overhead and underground transmission circuits, overhead and underground distribution circuits, and substation apparatus.

The System Operator will direct this process through the use of disconnecting devices, tagging, and documentation. Authorized Persons shall be thoroughly familiar with this procedure and shall have a copy readily available for reference.

**COORDINATION**

This procedure applies only to the performing or directing of work on electrical circuits or apparatus used in the transformation, transmission, and distribution of electrical energy. All individuals involved in such work shall be designated as an Authorized Person.

This procedure applies to all new work or installations as soon as any connection is made which would permit any part of the new work to be energized by the operation of a switch, open loop, or other device. From that time until the new work is placed in service or reported available for normal operation the connecting switch(es), open loops, or device(s) shall be kept tagged at all times. If work is in progress a Red Tag shall be used (Clearance or PRT). If the work will be suspended for an extended period of time, a Hold Tag may be used in lieu of the Red Tag.

**REFERENCES**

Code of Federal Regulations 29 CFR 1910.269 (d), (m), (n), and (o) de-energizing lines and equipment, grounding, and testing. National Electrical Safety Code NESC ANSI C-2.

**DEFINITIONS**

**Authorized Person:** A person designated by a Departmental Manager, or their designee, who has successfully been tested and has demonstrated proficiency and understanding of EOP G014.

**Exception:** A person who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of an Authorized Person is considered to be an authorized person in the performance of those duties. **Note:** Only Authorized Persons shall issue or be issued Clearances, PRT's, etc.

**Authorized Person List:** A formal document developed and maintained semiannually by Liberty Utilities Control Center management listing all individuals designated as an Authorized Person.

**Clearance (for work):** Permission to an Authorized Person to perform specified work within a zone of protection.

**Clearance Person:** The person holding the Clearance.

**Controllership:** Permission given and documented by the System Operator to only an Authorized Person or to the De-centralized Location(s) to assume all the duties and responsibilities of the System Operator.

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**Dead:** Isolated, tagged, tested de-energized and grounded.

**De-energized:** The absence of normal operating voltages associated with the operation of the system or control circuits.

**Field Construction Coordinator (FCC):** An Authorized Person assigned to coordinate the job with the Contractor and be a liaison with the System Operator.

**Grounded:** Intentionally connected to earth through a ground connection.

**Grounds:**

- Mechanical – Switching devices permanently installed in substations that are not to be used for personal protection except in Gas Insulated Substations (GIS), HVDC terminals, or network applications.
- Personal / Bracket / Equipotential Grounds – Portable conductors whose installation is directed by the Clearance Person and applied for the protection of workers.

**Guarantee:** A Guarantee is a formal statement given to an inter-connected utility that specified apparatus has been de-energized and that certain device(s) are tagged in the Protective Position and will remain so until the Guarantee is released by the recipient.

**Higher Authority:** An Authorized Person at the same or higher level of Management above the Clearance Person who is holding the Clearance and is knowledgeable in the work to be performed.

**Isolated:** Disconnected from all sources of electrical supply by open switches, disconnectors, jumpers, taps, or other means and absent from nominal voltages.

**Limits:** Open devices that define a zone of protection, also known as protective points.

**Non-Authorized Contractor:** Electrical Contractors who are not trained on the Clearance and Control procedure and are not listed as Authorized Persons that perform work under the authorization of an FCC and the "Contractor Permission to Work" process.

**Non-Reclose Assurance:** A formal statement from the System Operator to an Authorized Person to perform work on, or near, designated energized lines or apparatus after all its reclosing devices, including SCADA/EMS, are disabled and tagged.

**Person in Charge of the Work:** A qualified person responsible for the work to be performed.

**Personal Red Tagging (PRT):** Permission given by the System Operator to an Authorized Person to assume the duties and responsibilities with respect to the switching, tagging, testing, grounding, and restoring specific sections of the electrical system as defined by the System Operator.

**Protective Position:** The tagged position of a mechanical or electrical device with a visible air gap that prohibits the energizing or the re-energization of a specific work area.

Exceptions to a visible air gap: Oil Fused Cutout, Vacuum switches, network protectors, network Transformer Oil Disconnects (TOD), and other devices approved for this application.

**Qualified Person:** A person knowledgeable in the construction and operation of electric power generation, transmission, substation, and/or distribution apparatus involved along with the associated hazards in specific duties pertaining to electric operations.

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**Re-Issue:** The issuance of a surrendered Clearance from the System Operator to a Clearance Person.

**Release of Clearance:** The act in which a Clearance Person(s) reports to the System Operator that their grounds have been removed (if applicable), all workers and equipment are in the clear, and the status or condition of the line or apparatus they were working on.

**Sign-On:** Method permitting an Authorized Person to work independently on an existing Clearance with the same zone of protection.

**Surrender:** Permission from the System Operator to the Clearance Person to be relieved of further work and responsibility in connection with the Clearance. It differs from Release of Clearance in that it definitely implies that the work is unfinished, that tags cannot be removed, that the circuit may still be grounded, and the circuit or apparatus may not be restored to service.

**Switch Person:** A qualified Authorized Person that is knowledgeable in the operation of electrical apparatus for the purpose of isolation of electrical circuits or apparatus. A Non-Authorized qualified person may switch under the direct supervision of a qualified Authorized Person at the switching location. Direct supervision requires the Authorized Person being at the switching location, directing, and observing the Switch Person performing the work.

**System Operator:** An Authorized Person, who directs, controls, monitors, and operates the electric system and its associated apparatus.

**TOA:** An acronym used in the formal application for requesting outages or for other work on lines or apparatus through the System Operator. (Transmission Outage Application).

**Transfer:** A process to re-assign a Clearance or NRA from one Authorized Person to another through the System Operator.

**Voltage Testing:** Testing when applied voltages result in voltages greater than 50 volts. This includes but not limited to Fault Finder, Power Factor, Insulation Resistance measurements, TTR, Hi-Pot, or System Voltages, etc. Appropriate minimum approach distances shall be maintained within the area under test.

**Zone of Protection:** An area defined by opened protective points which isolate all known energy sources. This area is created by isolating, de-energizing and tagging every protective point of isolation from all forms of external sources of energy that could create a hazard for workers.

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**Page: 8 of 79****1.0 GENERAL INFORMATION****1.1 Responsibilities of Individuals**

1.1.1 Only an Authorized Person shall implement any section of this procedure.

**1.2 Enforcement of Procedure**

1.2.1 It is the duty of every Authorized Person to rigidly enforce this procedure and to assist workers and others to understand and comply with it.

1.2.2 If at any time this procedure has not been strictly complied with, the System Operator shall be notified as soon as possible.

1.2.3 System Control Management, Electric Distribution Operations Management, or their designee shall remove from the Authorized Person List any person who is not familiar with or fails to comply with this procedure and shall notify the department head on whose list the person's name appears.

1.2.4 Any person so removed from the Authorized Person List shall not be reinstated except on orders from the appropriate Operations Management head of the group involved.

**1.3 Working on Red Tagged Device**

1.3.1 No work may be performed on a Red Tagged device.

1.3.2 Exception: Work on a device that serves as a "tagged point" may be permitted on the de-energized side of a visible air gap provided all of the following are met:

1.3.3 The device is not to be operated.

1.3.4 The apparatus is physically protected against closing.

1.3.5 Working clearances are maintained.

**1.4 Control of the Electrical System**

1.4.1 Control is under the System Operator until such time that Controllership and responsibilities are delegated to others.

1.4.2 The System Operator is the controller of **all** disconnecting devices associated with the **distribution and substation systems** used to energize or de-energize circuits or apparatus. System Operators or those given Controllership cannot issue themselves a Clearance, an NRA, or grant permission to themselves to use Personal Red Tagging Procedures.

1.4.3 Non System Operator Based Operations.

Permission is not required from the System Operator for:

The operation of disconnecting devices used to energize or de-energize an individual distribution transformer (single or three phase overhead or underground transformer), distribution capacitor banks, series street lighting circuits, fused radial distribution side taps, or cutout mounted dropout reclosers

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(i.e. S&C Electric Trip Saver) on radial distribution side taps and the application of PRT on the associated disconnecting devices.

**1.5 Duties and Responsibilities of the System Operator**

- 1.5.1 The duties and responsibilities of a System Operator include but are not limited to the following:
- 1.5.2 Gives permission to work after necessary precautions are taken.
- 1.5.3 Authorizes qualified field personnel to operate switches or devices and maintains all necessary documentation.
- 1.5.4 Verifies the limits of a TOA Application and has the circuit/apparatus involved isolated from all known sources of energy.
- 1.5.5 Verify that The Clearance Person is on the Authorized Person List.
- 1.5.6 Issues, accepts the releases of, or re-assigns all Clearances on circuits or apparatus using appropriate formal language.
- 1.5.7 Completes appropriate documentation.
- 1.5.8 If any doubts arise regarding the qualifications or knowledge of an Authorized Person, the System Operator shall communicate the facts to the individual's supervisor.
- 1.5.9 Gives permission to use Personal Red Tags and maintains documentation of that information.
- 1.5.10 Issues and Releases HOLD tags.
- 1.5.11 Issues, accepts the release of, and re-assigns Non-Reclose Assurance and documents that information.
- 1.5.12 Issues and accepts release of Customer Tags.
- 1.5.13 Issues and accepts release of guarantees with foreign utilities or generators.
- 1.5.14 Accepts guarantees from foreign utilities or generators.

**1.6 Demarcation Line of Authority**

- 1.6.1 At all System device locations where switching and tagging may be done under the authority of System Operators of multiple Control Centers, Customers, or Generating Plants, there shall be one set of disconnecting switches common to both groups. This is the Demarcation Line of Authority.
- 1.6.2 At the Demarcation Line of Authority, either System Operator may issue orders, depending upon who is responsible for the work. Advance notice of the operation of such disconnecting switches shall be exchanged between System Operators.
- 1.6.3 The Demarcation Line of Authority for foreign utilities, generators, or customers shall be identified on System one-line diagrams.

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1.7.1 The Person in Charge of the Work shall document all pertinent information associated with a Clearance, PRT, or NRA on the Field Clearance and Control Form (6.5.2). All field documentation forms, switching orders, and tags shall be maintained by local supervision for a minimum of three (3) years. All System Operator forms shall be maintained for the life of the asset.

**1.8 Inability to Release, Transfer, or Surrender**

1.8.1 If a Clearance Person is unable to Release, Transfer, or Surrender a Clearance, a Higher Authority, through the System Operator, shall assume full responsibility and be issued the Clearance and then may Release, Transfer, or Surrender the Clearance. The Higher Authority shall also notify the original Clearance Person of the status of the Clearance at the earliest possible convenience.

1.8.2 This process shall also be used under Personal Red Tagging when it is necessary to Release the PRT; and for Non-Reclose Assurance to Release, Transfer, or Surrender and Re-Issue the NRA.

**1.9 Public Safety and Protection of the Public**

1.9.1 When general clearances can not be maintained on circuits energized at primary voltage, a Liberty Utilities Authorized Person shall hold a Clearance or PRT for the line(s) or apparatus and the lines(s) or apparatus shall be grounded. It is the Clearance Holder's responsibility to establish and maintain contact with the contractor to ensure the equipment is returned to service when the public/contractor is complete and all personnel and equipment are in the clear. The Clearance Person shall be responsible for and maintain all documentation regarding meeting, discussions, job briefs, etc. This process shall be documented using the Customer Work Notification Form. A duplicate form or copy shall be prepared and provided to the Customer.

1.9.2 For work in proximity of Liberty Utilities circuits or lines, Customer Tags are not to be used when OSHA general clearances to apparatus owned and operated by Liberty Utilities cannot be maintained.

**1.10 Removal of Circuit or Apparatus for Working Clearances**

1.10.1 No circuits are to be removed from service for physical clearances, where minimum working clearances are to be compromised, without being isolated, tagged, tested de-energized, and grounded.

**1.11 Non-Authorized Contractors Working on Liberty Utilities Apparatus**

1.11.1 Contractors (not authorized) shall work under a coordinated effort of an Authorized Person (i.e. FCC).

1.11.2 When utilizing the Clearance and Control procedure, the "Contractor Permission to Work" process shall be followed. See section 2.7.

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1.12.1 Liberty Utilities Employees who have been given controllership of distribution feeders or permission to use PRT's, may direct foreign crews to utilize their own protective procedures (i.e. tagging) to protect themselves during storm restoration efforts.

**1.13 Overlapping Zones of Protection**

1.13.1 Overlapping zones of protection are not allowed when either a Red Tag Clearance is issued or when Personal Red Tags are used at URD/UCD locations. Overlapping zones of protection are allowed for all other PRT applications.

**2.0 PROCEDURE:****2.1 Qualification of Individuals**

Individuals shall be an Authorized Person and have all of the following qualifications:

**2.1.1 Clearance Person**

- a. Shall be an employee or contractor working for Liberty Utilities.
- b. Shall be trained in and knowledgeable of the Clearance and Control Procedure.
- c. Shall have appropriate knowledge of the type of apparatus included within the Clearance.
- d. Shall have the ability to direct the performance of the work to be done.

**2.1.2 System Operator**

- a. Shall be employed by Liberty Utilities.
- b. Shall be trained in and knowledgeable of the Clearance and Control Procedures.
- c. Shall have operational knowledge of the electrical system to be controlled.

**2.1.3 Higher Authority**

- a. Shall be a management employee of Liberty Utilities at the same or higher level of management.
- b. Shall be trained in and knowledgeable of the Clearance and Control Procedure.
- c. Shall have appropriate knowledge of the type of apparatus included within the Clearance.
- d. Shall have the ability to direct the performance of the work to be done.

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- a. Shall be an employee or contractor working for Liberty Utilities.
- b. Shall be trained in and knowledgeable of the Clearance and Control Procedure.
- c. Shall have appropriate knowledge of the type of apparatus that is to be operated.
- d. A Non-Authorized qualified person may switch under the direct supervision of a qualified Authorized Person at the switching location.

**2.2 Company Approved Tags**

No device shall be operated if it bears a Red Tag, Personal Red Tag, Hold Tag, Customer Tag, Non-Reclose Assurance Tag, or Station Control Tag.

Exception: Approved gang operated three-position disconnecting devices, (CLOSED, OPEN, GROUNDED) may be operated (switched) from the "open" position to the "ground" position without removal of the Red Tag provided a mechanical device is incorporated to prevent inadvertent closing.

All tags used under this procedure shall be completely filled in with all the information called for on the tags.

Disconnecting devices, placed in the open position shall be tagged to provide a visual indication that the operation of the device while tagged is prohibited. The approved Liberty Utilities tags shall be securely attached to the energy isolating device so that they cannot be inadvertently or accidentally detached. The tag shall be placed on the lock, or in appropriate tag holders, or other provisions as close as possible to the isolation device. A protective point when so tagged may or may not be energized.

**2.2.1 Red Tag:**

- a. Shall be placed on protective devices in the open position.
- b. Shall be used for the protection of workers.
- c. Shall be used to establish a zone of protection when used for a Clearance.
- d. When used for Personal Red Tagging, may or may not establish a zone of protection, but prevents closing of the device.
- e. **Does not** imply that grounds are installed. Grounds may or may not be applied as determined by the Clearance Person.
- f. Shall be used for Guarantees between interconnected utilities.
- g. Shall have a Number when a Clearance is issued by the System Operator.
- h. Shall bear the name of an individual when used for Personal Red Tagging.
- i. Can be used for adjacent or same zone of protection with a Customer Tag.
- j. Only one Red Tag shall be applied on a protective point unless it is for a separate and adjacent Clearance.

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- k. A Red Tag and a HOLD tag may be applied on the same protective point.
- l. Will provide assurance that a tagged device will not be operated during the switching sequence.

Exception: Approved gang operated three-position disconnecting devices, (CLOSED, OPEN, GROUNDED) may be operated (switched) from the "open" position to the "ground" position without removal of the Red Tag provided a mechanical device is incorporated to prevent inadvertent closing.

**2.2.2 Non-Reclose Assurance (NRA) Tag:**

- a. Issued by the System Operator to indicate a Non-Reclose Assurance.

Exception: A Non Reclose Assurance on radial distribution side taps protected by cutout mounted dropout reclosers (i.e. S&C Electric Trip Saver) may be issued by the Person in Charge of the Work. The Person in Charge of the Work shall disable reclosing and place an NRA tag. The name of the Person in Charge of the Work shall be placed in the location of the NRA number on the tag. When the work is complete the Person in Charge of the Work shall remove the NRA tag and restore reclosing. These actions can be performed without direction or permission from the System operator. The switching and tagging to accomplish these actions shall be documented on the Field Clearance and Control Form (6.5.2).

- b. Placed on device(s) and associated supervisory controls to prevent inadvertent line re-energization.

- c. Shall have a Number when issued by the System Operator and if applied by someone given Controllership, the name of the person requesting the NRA shall be placed in the location of the NRA number.

**2.2.3 Hold Tag:**

The HOLD tag shall be administered by the System Operator and can be applied and released for an Authorized Person or the System Operator.

**Hold tags:**

- a. Shall identify apparatus that is not to be operated due to system or their condition and/or is unsuitable for service.
- b. May be placed on a device in the open or closed position.
- c. Shall not be used to provide safety clearance for the protection of employees working on electrical apparatus.
- d. Shall have a Number when issued by the System Operator. If applied by someone given Controllership or Person in Charge of the Work, the name of the person requesting the Hold Tag shall be placed in the On For position of the Hold Tag.

The Clearance Person may use a HOLD tag to maintain ground continuity through a closed disconnecting device.

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## 2.2.4 Station Control (SCT) Tag:

- a. Non System Operator based.
- b. Used for substation related low voltage or control work 600V or less.
- c. May be applied on devices that do not provide a visible open.
- d. Administered by the Authorized Person.
- e. No device tagged with SCT shall be operated.

## 2.2.5 Customer Tag:

- a. A two part pre-numbered tag used for work to be performed by a Customer or their agent on their apparatus.
- b. The tag bears the Name of a Customer Representative or their agent.
- c. Administered by the System Operator.

## 2.2.6 Ground Device Identification Ticket (GDIT)

- a. Required for all grounds applied for personal protection.
- b. Used as identification to track/control all ground locations.
- c. The Person in Charge of the Work shall record the location of the grounds by the use of the GDIT.
- d. The System Operator shall direct and document the application of station mechanical grounds with GDIT.
- e. The System Operator shall direct and document the application of customer requested grounds with GDIT.

## 2.2.7 Worker Placard

- a. Not System Operator based.
- b. May be placed on an apparatus control (handle, button, switch, etc.) by the person in charge of the work.
- c. Used to identify the apparatus being worked on.
- d. The placard device can only be operated on orders from the person in charge of the work.
- e. Only one Worker Placard shall be placed on a piece of apparatus at a time.
- f. No other tag will be allowed on the control that has a Worker Placard on it.

**2.3 Red Tagging**

## 2.3.1 Applying for the Clearance

The person applying for the Clearance shall obtain the Clearance from the System Operator for all isolating devices necessary to isolate the circuit or apparatus being worked on from all known sources of energy. The limits of the Clearance shall be adequate for the work to be performed. Red Tags shall be

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used to establish the zone of protection. The Clearance can only be obtained by an Authorized Person.

**2.3.2 Application Contents**

An application for a Clearance shall be submitted to the System Operator or other Authorized Person in advance of the time when the Clearance will be needed. The lead time for submission is defined by the System Operator.

When applying for a Clearance, the application shall indicate the following:

- a. The name of the Clearance Person, if available.
- b. A precise identification of the circuit or apparatus upon which work is to be performed.
- c. The time and date the Clearance is required and its approximate duration.
- d. All devices that shall be tagged, as named and numbered on the operating diagram.
- e. The nature of the work to be done.
- f. A sketch or print shall be furnished at the time of the request to the Outage Coordinator when any system modifications are planned.

**2.3.3 Preparation of the Clearance by the System Operator**

- a. The System Operator shall check carefully to make sure that no condition exists which will prevent the switching operations for the proposed Clearance.
- b. The System Operator shall have the section of the circuit or apparatus involved isolated from all known sources of energy by directing that the appropriate devices be placed in the *protective position* and Red Tagged.

**2.3.4 Requesting a Clearance**

The Clearance Person shall communicate the following information at the time of the request:

- a. Name
- b. Transmission or Distribution or Substation apparatus to be worked on
- c. All limits by number and location requested to be tagged for the Clearance

**2.3.5 Issuance of the Clearance**

A Clearance shall be issued by the System Operator and acknowledged by the Clearance Person utilizing the proper formal language and communication techniques to ensure all information is provided and repeated back by the Clearance Person. After receiving the Clearance from the System Operator, the Clearance Person shall visibly check all devices that are tagged where practicable.

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If the Clearance Person finds it is not possible to finish in the allotted time, the Clearance Person, as soon as possible, shall notify the System Operator.

**2.3.6 Release of a Clearance**

Prior to the Release of a Clearance to the System Operator, the Clearance Person(s) shall:

- a. Determine if lines or apparatus are ready for service.
- b. Determine that all members in the crew are clear of the lines and/or apparatus.
- c. Determine that all protective grounds (if applicable) installed by or for the crew have been removed.
- d. Inform the System Operator of any change from the original operating position of any device operated within the zone of protection.
- e. Report such to the System Operator that all workers are in the clear, grounds have been removed, and the status or condition of the line or apparatus they were working on
- f. After the Release of Clearance, if additional work is required after the apparatus or circuit has or has not been energized, the System Operator may:
  1. Issue orders to operate the necessary device(s) that will re-establish the original zone of protection for that apparatus or circuit.
  2. Issue orders to tag the necessary device(s) using the original Clearance number assigned to that apparatus or circuit.
  3. Issue Clearance(s) on the re-established zone of protection.

Note: The Release of Clearance is normally conducted for the Restoration of the circuit or apparatus to normal service. If testing with system voltage is required, the Clearance Person shall inform the System Operator of this requirement and the "Release of a Clearance for Testing with System Voltage" process will be followed.

**2.3.7 Release of Clearance for Testing with System Voltages**

Testing of apparatus or circuits using Primary System Voltages shall be performed only under the direction of the System Operator.

- a. No testing shall be done on apparatus or circuits, until the System Operator has received a "Release of Clearance" from all persons holding the Clearance in that zone of protection.
- b. The Clearance Person in charge of the test and the System Operator shall agree on which tagged device(s) will be operated in order to facilitate the test.
- c. Prior to ordering any device closed, the System Operator will order the tag(s) removed from that device.

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- d. Once the apparatus or circuit has been energized, in-service checks may be performed as needed (i.e. phase checks, 3 phase voltage checks, soaking transformers/circuits, etc).
- e. After the Clearance Person in charge of the testing has been satisfied of the test procedure, they shall inform the System Operator that all testing has been completed and the line or apparatus is ready for service.
- f. The System Operator may return that apparatus or circuit to service, provided that no additional work is required.
- g. If additional work is required after the apparatus or circuit has been energized for testing, the System Operator will:
  - 1. Issue orders to operate the necessary device(s) that will re-establish the original zone of protection for that apparatus or circuit.
  - 2. Issue orders to tag the necessary device(s) using the original Clearance number assigned to that apparatus or circuit.
  - 3. Issue Clearance(s) on the re-established zone of protection.

Note: When testing with system voltages and no Red Tag Clearance or PRT is issued, the System Operator and the person performing the testing (i.e. phasing) will discuss and incorporate the testing into the switching sequence.

### 2.3.8 Preparation for Work

#### a. Testing

After receiving the Clearance, an approved test device shall be used to test de-energized before grounding at the point of test. The testing and grounding process shall be continuous. Grounds shall be installed immediately after testing the circuit or apparatus. A re-test shall be conducted if the grounding process is interrupted. Reference the test device EOP for approved test equipment.

#### b. Working with Grounds Applied

When working with grounds applied, reference appropriate grounding procedures for the application of grounds.

#### c. Working without Grounds

When working on isolated and tagged substation apparatus and minimum approached distances will be maintained, grounds will not be required to perform work such as mechanism inspections or topping with SF6 gas.

Added safeguards are to be included where possible.

#### d. Ticketing of Grounds

- 1. Clearance Person(s) shall ensure that a GDIT is applied on all Personal Grounds and maintain the documentation for the locations and GDIT number(s).

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2. When mechanical grounding switches in substations are required, the System Operator will issue orders and apply GDIT and maintain the documentation for the locations and the GDIT number(s).

Note: The discharge grounding switch for distribution capacitor banks in substations are excluded, in this scenario work shall be directed by the Clearance Person and reported on the Field Clearance and Control form.

## 2.3.9 Routine Job Related Testing

Voltage testing of the apparatus or circuit utilizing a test set can only be directed by the Clearance Person. (Tags remain in place during the voltage test). Notification to the System Operator is not required.

When other person(s) are working under the Clearance Person, the Clearance Person shall conduct testing with the consent of all persons working under the Clearance Person and shall be responsible for the safe conduct of the test.

When multiple persons are signed on to the same zone of protection,

- a. Prior to testing, the Clearance Person performing testing shall notify any other person(s) signed on to the same zone of protection and then request permission to perform testing from the System Operator.
- b. Prior to the System Operator granting permission for testing, **the other person(s) signed on shall notify the System Operator** that all associated grounds have been removed, members of the crew are clear and will remain clear until notified by the System Operator. This shall be documented by the System Operator for each Clearance Person.
- c. The System Operator will then grant permission to the Clearance Person to perform the test.

Note: Under no circumstances shall a Clearance Person apply a test potential in excess of normal system voltage when a Clearance has been issued on adjoining apparatus for the following tests:

1. Hi-pot testing of GIS Substations
2. Hi-pot testing of vacuum breakers

## 2.3.10 Multiple Persons Working within the same Zone of Protection

When multiple Clearance Persons must work within the same zone of protection, there are two options available. Only ONE set of tags will be used on the same zone of protection. These methods do not apply to the use of Personal Red Tags.

- a. Option One: Working Under someone else's Clearance:

1. Separate crews can work under one Clearance issued to a single Clearance Person if the crews comprise a group of people working in a coordinated manner to accomplish a task on the same lines or apparatus under the direction of a single Clearance Person.

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2. The System Operator is not notified of this arrangement.
3. The Clearance Person is responsible for the safety, testing and grounding and the work performed by all people working under their Clearance

**b. Option Two: Sign-On Process through the System Operator:**

The Sign-On option is not intended to be used to perform a Transfer of work.

This option shall be followed when multiple crews work independently or jointly under the same zone of protection (one set of Red Tags with multiple Clearances issued) provided the following requirements are met:

1. The existing zone of protection is adequate for the additional work at all times.
2. Issuance of another Clearance under the Sign-On process shall be permitted only with the knowledge and consent of the System Operator and all Clearance Person(s) working on the same zone of protection.
3. The System Operator shall ensure that the name of the Clearance Person signing on has been entered on the existing Clearance sheet for that zone of protection and then the Clearance is issued by the System Operator.
4. See section 2.3.9 for routine job related testing.
5. Each Clearance Person shall Release their Clearance with the System Operator when their work is completed and report to the System Operator that all their grounds have been removed, and that personnel and equipment are in the clear.
6. Each Clearance Person shall explain clearly to the System Operator all changes and/or repairs made by them.
7. While personal safety is the responsibility of each individual worker, the Clearance Person signed on is responsible for the safety, testing and grounding and the work performed by the people under their immediate direction.

**2.3.11 Modifying the Zone of Protection**

The Clearance Person shall determine if the zone of protection is adequate for the work to be performed and may request that the limits of the zone of protection be modified (expanded or collapsed) only with approval of the System Operator. The System Operator and the Clearance Person shall document all modifications on their appropriate forms when expanding or collapsing a zone of protection including a full Job Briefing for the change of work zone protection.

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During the expansion of the zone of protection, work may continue in the original zone of protection.

1. The System Operator shall notify all Clearance Person(s) issued the Clearance that the zone of protection is being expanded.
2. The System Operator shall order the new tag(s) placed to expand the zone of protection. These tag(s) shall have the same Clearance number as the original Clearance.
3. After the zone of protection has been expanded, the System Operator shall notify all Clearance Person(s) issued the Clearance that the zone of protection has been expanded and communicate to all Clearance Person(s) the new limits of the Clearance.
4. Once the expanded Clearance has been issued to all Clearance Person(s), the Clearance Person(s) shall Release the original tag(s) that are no longer needed for their zone of protection. Clearance Person(s) may then test de-energized and ground the newly expanded zone.
5. The System Operator shall direct the released tag(s) removed and The Clearance Person may close or request the System Operator close the device(s) only after notifying all Clearance Person(s), and confirming that the newly expanded zone has been grounded.
6. If grounding is not required by the work that is being done in the expanded zone, the System Operator shall direct the released tag(s) removed and the Clearance Person may close or request the System Operator close the device(s) only after notifying all Clearance Person(s) and confirming that the newly expanded zone has been tested de-energized.
7. The Clearance Person shall communicate with the System Operator the configuration of the circuit when the work has been completed and the Clearance is being released.

**b. Collapsing the Zone-of-Protection**

While establishing the new zone of protection within the existing zone of protection, work may continue in any part of the original zone of protection. Prior to releasing any tags associated with the original zone of protection, grounds shall be applied or relocated in the new zone of protection (if necessary) and all workers, equipment, and grounds shall be in the clear of the section to be re-energized.

1. The System Operator shall notify all Clearance Person(s) issued the Clearance that the zone of protection is being collapsed.

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2. The System Operator shall order the new tag(s) placed to collapse the zone of protection. These tag(s) shall have the same Clearance number as the original Clearance.
3. After the zone of protection has been collapsed, the System Operator shall notify all Clearance Person(s) issued the Clearance that the zone of protection has been collapsed and communicate to all Clearance Person(s) the new limits of the Clearance.
4. Once the collapsed Clearance has been issued to all Clearance Person(s), the Clearance Person(s) shall Release the original tag(s) that no longer were needed for the original zone of protection.
5. The System Operator shall then direct the released tag(s) removed.

**2.3.12 Re-Assignment of a Clearance**

A Clearance may be re-assigned by the Transfer or Surrender and Re-issue processes from a Clearance Person to a new Clearance Person only through the System Operator. The Tags remain in place and the same Clearance number is used.

**2.3.13 Transfer Process**

Under this process the work can continue.

- a. Prior to contacting the System Operator, both the existing and the new Clearance Person shall conduct a comprehensive job transfer brief covering the Job status, the isolated zone of protection and tag locations, worker status, Ground locations, and GDIT numbers.
- b. The Clearance Person contacts the System Operator and informs them that he has conducted the briefing with the new Clearance Person and request the Transfer of Clearance.
- c. The new Clearance Person contacts the System Operator and requests the Clearance limits by device and location and then is issued the Clearance by the System Operator.
- d. The System Operator shall then inform the original Clearance Person that the Transfer has been completed.

**2.3.14 Surrender and Re-Issue Process**

Under this process the work under the surrendered Clearance stops.

- a. Grounds may be left in place, work may not be complete, and the Clearance is administratively Surrendered to the System Operator and not Released. During the transition, it must be considered that there is no protection in place until the surrendered Clearance is re-issued. Minimum approach distances shall be maintained for the surrendered Clearance as if the line or apparatus was energized.
- b. The Clearance Person shall contact the System Operator and inform them they are Surrendering their Clearance.

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- c. The Clearance Person shall contact the System Operator and fully describe all condition of the circuit or apparatus and the locations of all grounds and GDIT number(s), if still in place.
- d. The new Clearance Person contacts the System Operator and requests that the Surrendered Clearance be Re-Issued. In certain cases, the Surrendered Clearance may be Re-Issued to the original Clearance Person.
- e. The System Operator Re-Issues the Clearance and shall fully describe to the new Clearance Person all conditions and the locations of all grounds and GDIT number(s), if still in place, as reported in the surrender statement.

Note: If the apparatus or circuit are ready for service, all workers are in the clear, and all personal grounds installed by or for the crew have been removed, the Clearance shall be Released.

**2.4 Personal Red Tagging (PRT)****2.4.1 General**

- a. The System Operator shall define the scope, limits, reporting requirements, and shall approve when *Personal Red Tagging* is utilized. No part of an area protected by Personal Red Tagging shall cover an area protected by an outstanding Red Tag Clearance issued by the System Operator.

Exception:

Personal Red Tagging may cover an area protected by an outstanding Red Tag Clearance issued by the System Operator and the application of the PRT on the associated disconnecting devices between the limits of a Clearance for the operation of disconnecting devices used:

1. To energize or de-energize an individual transformer (single or three phase overhead or underground transformer)
2. On distribution capacitor banks
3. On series street lighting circuits
4. On fused radial side taps
5. On radial distribution side taps protected by cutout mounted dropout reclosers (i.e. S&C Electric Trip Saver).

System Operator permission is required before placing a Personal Red Tag on a device on which there is a Red Tag (Clearance) or HOLD Tag.

- b. Permission is given by the System Operator to the "Person in Charge of the Work," who must be a qualified Authorized Person, to assume the duties and responsibilities with respect to the switching, tagging, testing, grounding, and restoring specific sections of the electrical system as defined by the System Operator. The Person in Charge of the Work shall follow all appropriate steps associated with Appendix A of this procedure.

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c. The use of Personal Red Tags may or may not establish a zone of protection.

In the case where Personal Red Tagging is used to establish a zone of protection, testing and grounding are required before the equipment or circuit can be accepted as dead. Work may be done only after these steps have been completed either personally by the worker, or, at his/her request, by another.

*Exceptions: Permission is not required from the System Operator for the operation of disconnecting devices used to energize or de-energize an individual distribution transformer (single or three phase overhead or underground transformer), distribution capacitor banks, series street lighting circuits, fused radial distribution side taps, or cutout mounted dropout reclosers (i.e. S&C Electric Trip Saver) on radial distribution side taps and the application of PRT on the associated disconnecting devices.*

d. When a secondary switch (customer's or company) is used for isolation, a PRT shall be used. A Liberty Utilities lock (where possible) and a PRT tag shall be applied at the disconnecting device.

Note: When an employee has not been trained and authorized through this EOP, the employee will continue to utilize the lock out / tag out procedure to control the hazardous energy associated with the task(s) at hand. Lock out / tag out shall not be used for primary voltage isolation such as a riser pole or switchgear.

e. No feeder tie switch shall be operated without a switching order from the System Operator.

f. Personal Red Tags are not transferable. For work under Personal Red Tagging that has not been completed, the System Operator shall determine what appropriate action(s) shall be taken.

g. If a person is unable to continue their work, a Higher Authority shall assume full responsibility of any Personal Red Tags placed and inform the System Operator. The Higher Authority shall also notify the original Person In Charge of the Work of the status of the Personal Red Tags as soon as practicable.

2.4.2 Documentation - Refer to Section 1.7.1

2.4.3 Multiple Crews Working in the same Zone of Protection

a. Option One: Working under someone else's Tags

When multiple crews are working in the same zone of protection, and **one Person in Charge of the Work** assumes responsibility for the protection of all the crews working, only that individual's Personal Red Tag(s) is required for the work to be performed. The Person in Charge of the Work shall ensure that all crews working under the protection of their Personal Red Tag(s) are listed under their Field Clearance and Control Form.

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**Each Person in Charge of the Work**, working independent of each other, shall have their Personal Red Tags placed on all devices necessary to establish the zone of protection for their crew(s). Each Person in Charge of the Work shall maintain their own Field Clearance and Control Form.

Note: Overlapping zones of protection are allowed under the PRT process. Disconnecting devices that have been tagged with a Hold Tag for continuity of grounds shall not be operated.

**2.4.4 Removal of Personal Red Tags**

Before removing any of their Personal Red Tags or operating any devices, the Person in Charge of the Work shall ensure that all of their workers, tools, equipment are in the clear and grounds have been removed. If no other tags are placed on the same device, the Person in Charge of the Personal Red Tagging shall remove their red tagging and the apparatus may be restored to service.

**2.4.5 URD / UCD Locations**

At no time shall multiple Personal Red Tags be placed on the same device unless the sections are separate and adjacent in Underground Residential Developments or Underground Commercial Developments.

**2.4.6 Personal Red Tags ordered on by the System Operator**

Personal Red Tagging is also used when a System Operator, upon the request of the local field forces, arranges for the switching and tagging of a specific protective point(s) which will not establish a zone of protection but is required to prevent the operation of a device(s).

In such cases the System Operator issues a Personal Red Tag covering the specific point(s) to the Person in Charge of the Work who is then responsible for providing protection from any other source by switching and applying additional Personal Red Tags as required. Personal Red Tags ordered on by the System Operator shall not be removed except under a switch order from the System Operator or by prior permission by the System Operator.

When such a Personal Red Tag is issued by the System Operator to the Person in Charge of the Work, the System Operator Personal Red Tagging Sheet must be filled out in the same manner as for a Clearance. The protective point(s) so covered must be tagged to the Person in Charge of the Work.

**2.4.7 Routine Job Related Testing**

Voltage testing of the apparatus or circuit utilizing a test set can only be directed by the Person in Charge of the Work. Tags remain in place during the voltage test. Notification to the System Operator is not required.

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- 2.5.1 A Non-Reclose Assurance is not a Clearance and no circuit or apparatus should be considered de-energized.
- 2.5.2 The System Operator shall tag all devices and all associated supervisory controls (i.e. SCADA/EMS) necessary to secure the Non-Reclose Assurance.  
**EXCEPTION:** If the automatic reclosing feature of a reclosing device is disabled by a Supervisory Control and Data Acquisition System (SCADA), the system shall provide for the following:
  - a. At the SCADA Operating Point (System Control)
    1. A signal is received by the System Operator confirming that the disabling operation has occurred at the reclosing device location, and
    2. A readily visible tag or electronic display is used to inform the System Operator that a disabling operation has been initiated, and
    3. The tag or electronic display (screen tag) is removed before action is taken to re-enable the automatic reclosing feature.
  - b. At the Reclosing Device Location (field or substation)
    1. The reclosing feature is disabled in such a manner as to prevent manual override of the normal control by any potential on-site operator, or
    2. A signal, flag, or other display is used in such a manner as to alert any potential on-site operator that the reclosing feature has been disabled.
- 2.5.3 A Non-Reclose Assurance can be issued after the reclosing control(s) for a specific circuit have been placed in the non-reclose position and the necessary NRA tags placed.
- 2.5.4 The Authorized Person(s) to whom the Non-Reclose Assurance has been issued has the responsibility to inform the System Operator or the person who has assumed Controllership of any conditions that may have caused the device to operate.
- 2.5.5 Manual reclosing shall not be performed until there is concurrence by the Authorized Person(s) holding the NRA and the appropriate System Operator.
- 2.5.6 The breaker(s) or device shall not be restored to the automatic reclose position until the Non Reclose Assurance has been released.
- 2.5.7 A Non-Reclose Assurance issued by the System Operator may be transferred using the Transfer or Surrender and Re-Issue Process.
- 2.5.8 Recloser Controls that are equipped with HOT LINE TAG feature shall be placed in the "ON" position and NRA tagged. (With the HOT LINE TAG "ON", the device will not automatically reclose and cannot be manually closed).

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- 2.5.9 Only an NRA issued by the System Operator can have others signed on to the NRA.
- 2.5.10 After the Release of a Non-Reclose Assurance, if additional work is required, the System Operator may reissue the Non-Reclose Assurance to the same or another Authorized Person.
- 2.5.11 The Authorized Person in Charge of the Work may disable reclosing and install an NRA Tag in their name for work on radial distribution side taps protected by cutout mounted dropout reclosers (i.e. S&C Electric Trip Saver). When the work is complete the Person in Charge of the Work shall remove the NRA tag and restore reclosing.

Note: When an NRA is required for a prearranged job, the TOA process may be utilized by the System Operator and issued to the Person in Charge of the Work in lieu off completing a Field Clearance and Control Form. The time and date of issuance and release of the NRA as well as those working under the NRA shall be documented. In this case, document retention shall be as designated in section 1.7 of this Electric Operating Procedure.

**2.6 HOLD Tags**

HOLD tags are not to be used to provide safety clearance for the protection of employees or the public working on or near electrical apparatus. The HOLD tag is System Operator based unless used for ground continuity. The HOLD tag means that a device shall not be operated until the reason for the HOLD tag is determined and the tag is removed.

- 2.6.1 A HOLD tag prevents the operation of apparatus that is not ready for service or is desired to remain open or closed due to other circumstances.
- 2.6.2 A HOLD tag prevents apparatus that is damaged from being operated.
- 2.6.3 A HOLD tag may be used to identify devices that are not in their normal configuration or condition and/or are unsuitable for normal operation.
- 2.6.4 The HOLD tag may be placed on electrical apparatus in the open or closed position.
- 2.6.5 A Red Tag may be applied on an open device without clearing the HOLD tag.

Note: The device must be in the open position and safe for use as an isolation point.

- 2.6.6 HOLD tags may be used on various relay applications as determined by the System Operator where worker protection is not required.
- 2.6.7 The System Operator shall maintain a listing of HOLD tags within their area of responsibility.
- 2.6.8 The Authorized Person may order on and order off a HOLD Tag in their name to maintain ground continuity.
- 2.6.9 Can be applied for an Authorized Person or System Operator.

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The FCC shall conduct a job brief with the Non-Authorized Contractor and:

- 2.7.1 Apply and obtain, a Clearance, permission to use PRT, or an NRA from the System Operator.
- 2.7.2 Upon receipt of Clearance, permission to use PRT, or an NRA, the FCC informs the Non-Authorized Contractor of the Clearance, PRT, or NRA and allows them to begin work utilizing the "Contractor Permission to Work" form.
- 2.7.3 Upon completion of the work, the Contractor shall inform the FCC of the completion of the work utilizing the "Contractor Completion of Work" section of the "Contractor Permission to Work" form.
- 2.7.4 The FCC Releases the Clearance, PRT, or NRA to the System Operator.
- 2.7.5 Under this process, the Contractor is solely responsible for the testing and application of required personal grounds and the work practices necessary to protect their employees and ensure safety at the job site.
- 2.7.6 Clearances and NRA's which are held by an FCC can be transferred. All Transfer Process requirements found in Section 2.3.13 shall be followed; additionally, the contractor must be involved in the comprehensive job transfer brief. The transfer shall be noted by the FCC on the Job Brief and by the Contractor in the remarks box of the "Contractor Permission to Work Form".

**2.8 Customer / Customer's Agent Requirements**

The following are Rules applicable to Customers working on their apparatus which is connected to apparatus owned and operated by Liberty Utilities.

**2.8.1 Customer Tag Person**

The customer (or their agent) shall furnish the System Operator with the name of the person, and their affiliation, for whom the apparatus will be tagged.

**2.8.2 Switching and Tagging for the Customer**

- a. Before the System Operator may utilize the Customer Tag to have a line or apparatus removed from service and tagged, a request shall have been received from the customer (or their agent) stating specifically the apparatus involved, the work to be performed, and if grounds are needed. For customers supplied from a primary network feeder, grounds shall be applied. See paragraph 6.2.11.

Note: If the following conditions exist:

1. A Customer plans to perform voltage testing in the zone of protection by applying a test set voltage (e.g. Megger a switch)

AND

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2. Other Customer Tag(s) and/or a Clearance is requested by Liberty Utilities Personnel on the same zone of protection

**THEN**

A visible air gap shall be established and tagged to establish a zone of protection for that customer's work separate from the other Customer Tag(s) and/or Clearance.

b. The System Operator shall order the Switch Person to operate the controls and/or switches, and to fill out Customer Tag(s) and attach the "*Work in Progress*" section of the tag(s) in the manner provided (tag holders) to all Liberty Utilities sources of electrical energy.

**2.8.3 Grounding for the Customer (if requested)**

- a. Grounds may be installed and removed at the request of the customer (or their agent), as directed by the System Operator after all required protective devices are in the open position and tagged.
- b. Grounding performed by Liberty Utilities employees shall be done in accordance with Company testing and grounding EOP's. The Switch Person shall notify the System Operator that grounds have been installed, and identified by the Ground Device Identification Ticket number(s).
- c. The customer (or their agent) will be advised by a Liberty Utilities representative that the grounds installed are only a visible indication that the line/apparatus has been de-energized at the point of grounding, and should not be considered protection for their workers.
- d. The customer (or their agent) is responsible for grounding for the protection of their workers.

**2.8.4 Notification to Customer that apparatus is tagged and Clearance to work**

- a. Upon completion of all necessary switching and tagging, and with the "*Work In Progress*" portion of the tag(s) in place, the System Operator will give direction to the Switch Person to give the customer (or their agent) Clearance to work. At that time, the "*Release of Clearance*" portion of the tag will be given to the customer (or their agent).
- b. When multiple Customer Tags are used, only one "*Release of Clearance*" portion is required to be provided to the customer (or their agent).

**2.8.5 Customer Release of Clearance**

- a. Prior to authorizing the removal of a Customer Tag and restoring service, the System Operator shall be satisfied that the "*Release of Clearance*" section of the Customer Tag has been received, signed by the customer (or their agent). The "*Release of Clearance*" indicates that work has been completed and all workers are clear of the line or apparatus, and that it is safe to restore service.

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- b. If the customer (or their agent) loses the “Release of Clearance” section of the Customer Tag, the Switch Person shall request the customer or their agent to complete and sign a new “Release of Clearance” section of a new Customer Tag. The original person (or an agent from the same affiliation) receiving the Customer Tag shall complete and sign the new Customer Tag. The Switch Person shall then notify the System Operator who shall document the new Customer Tag Number.

**2.8.6 Removal of Grounds Before Restoring Apparatus to Service**

The System Operator will order the removal of Liberty Utilities installed grounds if applied, identified by the Ground Device Identification Ticket number(s) after being informed by the Switch Person that the completed “Release of Clearance” section of the Customer Tag has been received.

**2.8.7 Restoring Apparatus to Service, “OK to go normal”**

The System Operator will give direction to the Switch Person to give the customer (or their agent) an “OK to go normal” after required switching has been completed. The Switch Person shall report back to the System Operator after such notification has been given.

**2.8.8 Large Industrial Customers**

Large industrial customers, as defined by the System Operator, may apply directly to the System Operator for requesting a Customer Tag Clearance. The System Operator may order such installed Customer Tags removed without the “Release of Clearance” section of the Customer Tag.

The “Release of Clearance” shall be obtained from the original person issued the Customer Tag unless an alternate has been designated by the original person at the time the Customer Tag was issued.

**2.8.9 Liberty Utilities Authorized Person(s) and Customer(s) Working Jointly in the same Zone of Protection**

- a. For planned work all isolation points shall be tagged with Red Tags and Customer Tags.
- b. For situations where a zone of protection has been established (or is in the process of being established) with Red Tagging and a Customer problem or request is received to work on that same zone of protection, only the source device(s) where the apparatus is normally energized from shall be tagged with the Customer Tag(s). The Red Tag Clearance number shall be cross referenced and documented with the System Operator.

**2.8.10 Alternate Tagging Process for Multiple Customer Requests on the Same Zone of Protection**

For situations where a zone of protection has been established (or is in the process of being established) using customer tagging and additional customer(s) with problem(s) or request(s) are received to work on that same zone of protection, the source device(s) where the apparatus is normally energized from,

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shall be tagged with customer tags representing each customer request for that zone of protection. Remaining device(s) shall be tagged with only the initial customer tag and shall remain tagged until all customers receiving the zone of protection have released the Clearance(s) or customer tag(s). The use of the initial customer tag on the remaining devices shall be cross referenced and documented by the System Operator.

**2.9 Work on Customer-Owned Primary Voltage Electrical Facilities**

This procedure is for Liberty Utilities workers that are to perform work on customer-owned electrical facilities circuits or apparatus greater than 600 Volts. Work preparation shall include verification and securing of circuit and facility diagrams, including the existence and implications of on-site generation, UPS systems, transformer back-feed, or induced voltages.

2.9.1 There shall be agreement between the Liberty Utilities management and agreed to by the customer on how the work is to proceed. There shall be concurrence between the System Operator and Liberty Utilities management as to which of the following two procedures shall be used:

- a. If electrical prints are available or if the circuits involved are known to the System Operator, the Red Tag Clearance or Personal Red Tag procedures shall apply. If a device is accessible to non-Liberty Utilities personnel, a Liberty Utilities lock must be utilized if possible, OR,
- b. If electrical prints or circuits are not known by the System Operator, Liberty Utilities personnel shall utilize Personal Red Tagging for the control of Hazardous Energy Sources.

2.9.2 Devices for establishing the zone of protection shall remain under control of the Person in Charge of the Work.

2.9.3 Workers must follow all applicable Liberty Utilities EOP's and Safety Rules when working on customer facilities.

2.9.4 Any unusual or unsafe conditions of customer apparatus must be reported immediately to your local supervision.

**2.10 Interconnections with other Utilities and Generators**

2.10.1 When foreign utilities or generators require a Guarantee

- a. A designee of the foreign utility or generator, acting as their System Operator shall be issued a Guarantee by the Liberty Utilities System Operator.
- b. A Red Tag shall be used to tag all protective devices listed on the Guarantee.
- c. The Guarantee shall have a number issued by the Liberty Utilities System Operator.

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- d. The Liberty Utilities System Operator issuing the Guarantee shall record the name and contact number of the System Operator of the foreign utility or generator.
- e. Grounds may be applied at the request of the foreign System Operator. The foreign utility or generator system operator will be advised by the Liberty Utilities System Operator that the grounds installed are only a visible indication that the line/apparatus has been de-energized at the point of grounding, and should not be considered protection for their workers.

**2.10.2 When Liberty Utilities requires isolation from a foreign utility or generators**

- a. A Liberty Utilities System Operator will accept the foreign utility's or generator's isolation practices as defined by their rules or will direct a Liberty Utilities switch person to red tag the required limits for the Clearance. These limits shall be tagged only after a visual open has been created by the foreign utility or generator.
- b. The Liberty Utilities System Operator shall document the limit(s) as part of the zone of protection in the Clearance to be issued to the Liberty Utilities Clearance Person(s).
- c. The Liberty Utilities System Operator may request the foreign utility or generator to close mechanical grounds as part of the Clearance.
- d. The Clearance shall not be released to the foreign utility or generator System Operator until after the Liberty Utilities System Operator receives the Release of Clearance from the Liberty Utilities Clearance.

**2.10.3 When a foreign utility Control Center requires an NRA Guarantee**

- a. A designee of the foreign utility, acting as their System Operator shall be issued a NRA Guarantee by the Liberty Utilities System Operator.
- b. The NRA Guarantee can be issued after the reclosing control(s) and supervisory controls for a specific circuit have been placed in the non-reclose position and the necessary NRA tags placed.
- c. The NRA Guarantee shall have a number issued by the Liberty Utilities System Operator.
- d. The Liberty Utilities System Operator issuing the NRA Guarantee shall record the name and contact number of the System Operator of the foreign utility.
- e. The designee of the foreign utility, acting as their System Operator to whom the Non-Reclose Assurance has been issued has the responsibility to inform the Liberty Utilities System Operator of any conditions that may have caused the device to operate.
- f. Manual reclosing shall not be performed until there is concurrence by the designee of the foreign utility, acting as their System Operator to whom the NRA Guarantee was issued and the Liberty Utilities System Operator.

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g. The breaker(s) or device shall not be restored to the automatic reclose position until the NRA has been released by the designee of the foreign utility, acting as their System Operator.

2.10.4 When Liberty Utilities requires a NRA Guarantee from a foreign utility Control Center.

- a. A Liberty Utilities System Operator will accept the foreign utility's Non Reclosing practices as defined by their rules.
- b. The Liberty Utilities System Operator shall document the foreign utility's device(s) placed in the necessary position to secure the NRA Guarantee.
- c. Manual reclosing shall not be performed until there is concurrence by the Liberty Utilities Authorized Person and the Liberty Utilities System Operator.
- d. The NRA Guarantee shall not be released to the foreign utility System Operator until after the Liberty Utilities System Operator receives a Release of the NRA from the Liberty Utilities Authorized Person.

2.11 Station Control Tag (Non-System Operator Based)

The Station Control Tag is Non System Operator based and shall be utilized exclusively for substation related low voltage or control work at 600V or less. The Station Control Tag shall only be utilized by Authorized Person(s) trained and knowledgeable in the Clearance and Control procedures. Station Control Tag(s) shall be placed at all necessary locations to protect against inadvertent application of energy used for the **control and/or operation** of electrical apparatus such as circuit breakers, pumps, fans, motors, and compressors.

2.11.1 Application of SCT

- a. The Station Control Tag shall **not** be used in lieu of a Clearance for the protection from system voltage above 600 volts.
- b. Station Control Tag(s) shall be placed on protective point(s) and shall be installed with lock(s) if provisions are available.
- c. Separate Station Control Tags shall be utilized by **each crew** working on the same electrical apparatus control circuit(s).
- d. All Station Control Tags applied by field crews shall be documented. The documentation shall include the location, name of the individual installing the Station Control Tag, the date and time of the installation and the removal of the Station Control Tag. This will be accomplished by the use of the Station Control Tagging Sheet.

2.11.2 Previously Tagged Device

Permission is required before placing a Station Control Tag on a device previously tagged by the System Operator.

2.11.3 Applying SCT on secondary fuses

For secondary fuses, the tags are placed on the latch, lock or handle that holds the fuse cabinet or compartment door closed. When fuses are located behind a

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control panel in a control house, or other similar location, it is appropriate to place the tag on the de-energized side of the fuse block.

**2.12 Delegation of Controllership**

When Controllership is to be delegated from the System Operator to an Authorized entity (an Authorized Person or De-centralized location), the System Operator shall document the Authorized entity accepting controllership along with the specific lines and/or apparatus.

The System Operator shall inform the Authorized entity of any known abnormal conditions that exist on the line or apparatus under Controllership.

The Authorized entity shall assume all duties and responsibilities of the System Operator. TOA shall be utilized to establish the numbering system to be used during Controllership.

When the Controllership needs to be delegated further, the notification requirements for individuals or location shall be established with the System Operator at the time of the original delegation.

When blocking reclosing of devices the Authorized Person who has been delegated Controllership shall order the System Operator to have the EMS supervisory control(s) NRA tagged.

When Controllership is released, any known abnormal conditions that exist on the line or apparatus shall be communicated to the System Operator.

**3.0 EXCEPTION APPROVALS:**

It is expected that additional special cases (i.e., storm emergencies/field conditions) will be identified that may require clarification, exception or a revision to this procedure.

Agreement and approval will be required by concurrence of the Manager of the Operating Department involved, the appropriate Director of Dispatch and Control or designee, and the Manager EHSS or their designees. If concurrence cannot be achieved among these parties, they will seek concurrence of the next higher level of management for the appropriate departments involved.

**4.0 PROGRAM ADMINISTRATOR:**

Questions and/or clarification regarding this document and proposed changes under the Exception Approval section of this document shall be forwarded to the Program Manager Standards, Policies, and Codes.

**5.0 RESPONSIBILITIES:****5.1 Standards, Policies and Codes**

5.1.1 Update this procedure as necessary.

5.1.2 Provide appropriate guidance to field personnel when requested for a specific work related task.

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- 5.2.1 Ensure the components of this procedure are implemented.
- 5.2.2 Ensure personnel are trained in this procedure.
- 5.2.3 Provide revision input as necessary.
- 5.2.4 Ensure that individuals changing jobs are qualified to perform the function requested and must notify the System Operator of the employees status.

**5.3 Liberty Utilities Employees and Contractors**

- 5.3.1 Demonstrate the understanding and proficiency of this procedure and successfully pass testing requirements annually.
- 5.3.2 Shall comply with the requirements of this procedure.
- 5.3.3 Shall only perform work and switching within their capabilities.

**5.4 Liberty Utilities Learning & Development**

- 5.4.1 Develop training lesson plans and training aids.
- 5.4.2 Provide initial training.
- 5.4.3 Provide annual training.

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These appendices are supplemental to the Clearance and Control procedure and shall be followed as described in each appendix:

- 6.1 - Appendix A - Switching
- 6.2 - Appendix B - Network Switching
- 6.3 - Appendix C - Grounding for the Protection of the Worker
- 6.4 - Appendix D - Formal Statements
- 6.5 - Appendix E - Sample Documents / Forms / Tags

**6.1 Appendix A - Switching****6.1.1 Switching****a. Authority to Operate**

No device whether on a line or in a station will be operated without permission from the System Operator.

Exception:

1. In an emergency.
2. Within a Clearance.
3. Disconnecting devices used to energize or de-energize an individual distribution transformer (single or three phase overhead or underground transformer), series street lighting circuits, distribution capacitor banks, radially fused distribution side taps, or cutout mounted dropout reclosers (i.e. S&C Electric Trip Saver) on radial distribution side taps and the application of PRT on the associated disconnecting devices.

**b. Emergency Switching**

Under emergency conditions that endanger life or property a qualified person working for Liberty Utilities can perform switching by opening apparatus without first contacting the System Operator to relieve the condition. This person performing the emergency switching assumes full responsibility for the switching and must relate all details to the System Operator as soon as possible. However, if a device is opened for any reason, it shall not be closed without receiving permission to do so from the System Operator to an Authorized Person.

**c. Within a Clearance**

When operating devices within a zone of protection the Clearance Person shall:

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1. Notify others that are signed on or requesting to sign on.
2. Direct all switching within the zone of protection.
3. Track the status of the device(s) by documenting the operation of device(s) on the Field Clearance and Control Form. (6.5.2)
4. Inform the System Operator of any change from the original position of any device operated within the zone of protection when the Clearance is released.

**d. Safety Stop**

In the event that either the System Operator or the Switch Person determines that there is a safety or operational concern they should safely stop all switching, communicate these concerns to each other and, if necessary obtain direction from their supervisor before proceeding.

**e. Phasing Responsibilities**

Phasing is normally the responsibility of the crew performing the work. If phase integrity may have been compromised after work or repairs, the System Operator shall be notified and an order will be issued to perform phase check(s).

**6.1.2 Switching Orders**

The System Operator and the Switch Person are both accountable for the proper performance of the switching. Good communication during switching is paramount. To provide the best check and balance possible a pre-switching brief will be initiated by the System Operator before every switching order.

**6.1.3 Pre-Switch Brief**

The items below will be included in every pre-switching brief between the System Operator and the Switch person.

- Determine whether communications will be done using radios or phones.
- Confirm Switching Order Number and Revision Number

**Who**

- Exchange full names and truck or phone numbers.

**What and Why**

- Identify what equipment is being switched.
- Explain why the switching is being performed.
- Provide an overview of the switching procedure.
- Identify any unusual switching schemes or relays.

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- Confirm the proper location of the switching.

Understanding and Questions

- Ask the Switch Person if they have any questions.
- Verify that the Switch person understands the procedure.

**6.1.4 Switching Review**

A switching review is required by the switch person prior to any switching step.

The Switch Person shall review the switching instructions, and determine if the steps are listed in a safe order.

All switching orders received from the System Operator shall be repeated verbatim. In all cases of unplanned switching, the switching step(s) shall be written down before they are performed.

A review shall consist of the following:

- a. Review the associated Station One Line Diagram and other circuit maps where possible.
- b. Identify and become familiar with the devices to be operated at that location.
- c. Determine or check the proper sequence for performing the required switching.
- d. Check for defective or abnormal apparatus that could prevent the switching from being performed safely or properly.
- e. Check for abnormalities in circuit or station loads/voltages, if applicable.
- f. If any issues are discovered, contact the System Operator to discuss concerns.

The Switch Person shall carry the switching order with them while executing the order.

The Switch Person shall verify the device identification number to be operated prior to switching the device.

The Switch Person will denote the completion of each step as it is performed on the switching orders.

The Switch Person will report to the System Operator the completed switching steps and times as required.

**6.1.5 Notification Before Switching in a Substation**

The Switch Person is responsible for notifying all affected personnel in the station before any switching is performed in that station.

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1. The System Operator shall read the details of each switching step to the Switch Person.
2. The Switch Person shall write down, if not previously provided in writing, and repeat back the details of each switching order to the System Operator.
3. After the System Operator agrees the switching order read-back is correct, the System Operator authorizes the Switch Person to begin switching in exactly the order as directed, and requests to report back when complete.
4. After the completion of the specified switching, the Switch Person contacts the System Operator and reads back the switching order stating each switching step completed.
5. The System Operator then fully reads back each switching step completed by the Switch Person.
6. The Switch person verifies the System Operator has correctly read back the completed switching.

**b. Responsibilities During Switching**

When directed to conduct any switching, the Switch Person shall be responsible to perform the following:

1. Check all switches to be in the fully open or fully closed position on all phases.
2. Check any switch attachment/component to be in the proper position before and after switch operation.
3. Check all circuit breakers that are operated to be open or closed utilizing its position indicator, control lights, indicating meters, and potential lights as applicable.
4. Place locks and tags on apparatus at the proper location as applicable and as directed.
5. Anticipate the effects when performing a particular switching operation.
6. Properly record/report alarms, targets and operations.
7. Check circuit breaker and circuit switcher pressures/contact indicators normal before and after their operation.

**6.1.7 Correct Terminology**

When switching, both the Switch Person and the System Operator shall use proper terminology. Slang expressions and verbal short cuts shall not be used.

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If any switching order is not clear due to terminology or communications systems interference, neither the System Operator nor the Switch Person shall assume what the other party said. The message shall be repeated until it is understood.

**6.1.9 Locking/Unlocking and Tagging Devices**

Each manually operated primary voltage switch with an operating rod shall normally be locked when in the open or closed position. The switch shall be unlocked only during the time it is being operated. If a switch cannot be securely locked, the System Operator shall be notified immediately. Tag shall be placed on the lock, or in appropriate tag holders, or other provisions as close as possible to the isolation device. A protective point when so tagged may or may not be energized.

**6.1.10 When Accessible to the Public**

When a switching device is accessible to the general public the tags shall be placed at the locking provision or shall be located at a sufficient height from the ground to discourage unauthorized removal.

**6.1.11 Motor Operated Switches**

Motor operated switches that are opened as an isolation point shall have the motor operator rendered inoperable, unless its design does not so permit, by disengaging the operating rod from the motor mechanism.

After disengaging the operating rod from the motor mechanism, it is to be locked open and properly tagged.

If there is a problem disengaging and/or securely locking the operating rod, the System Operator shall be consulted so that other arrangements can be made.

**6.1.12 Tagging of Non-Gang Operated Devices**

A single tag is required to be applied to stick-operated switches, open loops/jumpers, fuses or fused cutouts used to isolate apparatus. When tagging a structure the tag should be made obvious for easy identification. If the fuses or fused cutouts are removed (lifted out), the Red Tag must still be placed at the isolation point (in the holders). Oil Fused Cutouts (OFC's) and separable elbows shall have tags placed on each individual phase for added identification.

**6.1.13 Tagging of Elbows**

The air gap created is the limit for the isolation established and the elbow shall be tagged.

**6.1.14 Truck Type Circuit Breakers (Metal-Clad Switchgear)**

The air gap created is the protective point for the isolation established and the truck position shall be tagged.

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For locations that have Gang Operated Grounding Switches the line shall be tested deenergized with an approved testing device before closing the Ground Switch.

Exception: For locations that have Gang Operated Grounding Switches where testing with a high voltage tester cannot be performed or is not practicable, the following procedure shall be used as applicable:

- a. Before a line/apparatus is deenergized and isolated, voltage indication shall be checked at all ends of the line by live line indication and/or voltage readings from the Station control panel and by the EMS, if available.
- b. The line/apparatus shall then be deenergized and the disconnecting means opened, locked opened, and tagged.
- c. Check the line/apparatus deenergized at all ends of the line with live line indication, voltage readings, or open indication (GIS) from the Station control panel and by the EMS, if available.
- d. Only after the line/apparatus has been verified deenergized, or open (GIS), and has been tagged and the Clearance issued, can the Gang Operated Grounding Switch(s) be closed. The System Operator will issue switching orders to close and ticket all gang operated grounding switches as required with GDIT's. The Switch Person shall note the GDIT number(s) and report them back to the System Operator when the switching order has been completed.

**6.2 Appendix B – Network Switching (For Reference no Network Systems Liberty Utilities-NH)**

This procedure covers the various procedures and requirements applicable to all A.C. Networks; and outlines the proper steps to provide protection for work on network components. All work on network systems shall be in accordance with these procedures.

**6.2.1 General Information**

- a. Refer to NG-EOP UG022 for the methods used to perform visual and operational, diagnostic, acceptance and installation inspections and phasing on network transformers and protectors.
- b. For all work assignments that require a 480Y/277 volt network protector enclosure to be opened, the 480Y/277 volt network protector shall first be de-energized from both its network transformer and the secondary network system.
- c. Permission of the System Operator shall be obtained before any primary network feeders, network transformers or associated equipment is operated, removed from service, or returned to service.

**EXCEPTION:** Routine testing and maintenance of general network protectors only require notification to the System Operator.

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- d. Requests for prearranged work on network equipment shall be made on the TOA Application. The application shall be submitted to the System Operator in advance of the time when the work will be performed. For emergency work, such requests shall be referred immediately to the System Operator. The Person in Charge of the Work shall determine the zone of protection and protective points (limits) required; and these shall be checked by the System Operator.
- e. Except in an emergency, no more than one primary feeder supplying network transformer units shall be taken out of service for an extended period of time. (Some networks are designed to sustain the loss of two primary feeders in an emergency. However, some voltage deterioration may result in this situation. If unsure of local configuration, check with engineering prior to switching additional network feeders out of service if possible.)
- f. The normal operating status of a network transformer unit is that the Transformer Oil Disconnect (TOD) is locked in the CLOSED (TRANSFORMER on some units) position and the network protector is locked in the AUTOMATIC position.
- g. Local operating personnel shall keep the System Operator informed of any condition which may affect the operation of the overall network system. This includes abnormal conditions such as (but not limited to): protector "pumping", protector fuses blown, possible feeder or transformer overloads, high transformer temperatures, etc.
- h. The TOD of a network transformer shall not be operated unless both sides of the switch are de-energized. If in the course of executing a switch order to operate a TOD the switch person has reason to believe the transformer may be energized, the switch order shall be stopped and the System Operator notified.
- i. Network TODs typically have three positions (OPEN, CLOSED & GROUND). When placed in the OPEN position, the cable is disconnected from the transformer. When placed in the CLOSED (or TRANSFORMER) position, the cable is connected to the transformer. When the TOD is placed in the GROUND position, it places a ground on the primary cable but does not ground the transformer. Some TOD switches have Sequential Grounding Positions, which allow a ground to be placed on the primary cable in a specific sequence of phase combinations.

NOTE: Network transformer interlock(s) where they exist prevent the TOD from being operated with the transformer energized and/or a closed network protector.

- j. Switch orders may contain multiple locations (network vaults) in one switching order. The order of the vaults/pads to be switched may normally be done at the discretion of the switch person unless otherwise specified by the System Operator, but the sequence of switching steps at each vault shall be executed in the sequence given by the System Operator.

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k. Primary network feeders may also supply non-network load. Examples of non-network load are, but are not limited to, feeder ties, substations (company or customer), switchgears, radial vaults etc. Non-network load shall be considered when switching and tagging primary network feeders.

**6.2.2 Spot Networks**

Spot networks are network transformers and protectors dedicated solely to serve one customer through their collector bus or switchgear and are not connected to the secondary general network grid. When removing a network transformer or protector from service in a two-transformer spot network, the spot network protector which is to remain in service shall be closed and/or checked closed and left in the AUTOMATIC position. In spot networks of three or more transformers where known cases of light load exist, at least one unit to remain in service shall be checked closed, and left in the AUTOMATIC position prior to taking a unit out of service. The spot network protector on the feeder to be removed from service shall then be placed in the OPEN position and locked open.

NOTE: When the protector to remain in service will not remain closed, corrective measures shall be determined by Operations and Engineering.

**6.2.3 Work on the Network Primary Cable and/or Network Molded Vacuum Interrupter (NMVI)**

NOTE: Steps a.1., a.2., and a.3 may be performed in any order and shall be completed prior to step b. Steps b. through f. shall be performed exactly in the order as written.

- a. Take the following preliminary steps:
  1. Open any feeder ties and Red Tag, if applicable.
  2. Remove non-network load from the primary feeder and isolate from the feeder and Red Tag, if applicable.
  3. Remove spot network loads from the feeder to be removed from service. Refer to section 6.2.2.
- b. Open the primary circuit breaker at the source station (this de-energizes the feeder, and all associated network protectors should open automatically).
- c. Test the feeder de-energized. Refer to section 6.2.12 if the feeder does not test de-energized.
- d. If the feeder tests de-energized, open switches at the source station for isolation and Red Tag or disconnect the truck assembly from the bus and line, and Red Tag if a metal clad switchgear.
- e. In all transformer vaults served by the de-energized feeder:
  1. Open (and/or check open) and lock open the protector and Red Tag.
  2. Open and lock open the TOD.
- f. The System Operator shall issue the requested Clearance.

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- a. Release the Clearance when work is complete and grounds have been removed. If a Release for Test (see section 2.3.7) has been performed, de-energize the feeder and open the disconnects or disconnect the truck assembly from the bus and line prior to switching vaults.
- b. Perform the following in each transformer vault served by the de-energized feeder:
  1. Close and lock closed the TOD.
  2. Remove the Red Tag from the protector (or secondary fuse openings or links where applicable). Replace the secondary fuses or links, if applicable. Place and lock the protector in the AUTOMATIC position.
  3. Remove tags from the primary feeder disconnects (or truck position or air gap) at the station, if not previously removed.
  4. Check open the associated circuit breaker and close the feeder disconnects or connect truck assembly to bus and line.
  5. Close the feeder circuit breaker energizing the feeder. The protectors should close automatically.
  6. Check feeder loading and operation.
  7. Restore non-network load.

**6.2.5 Work on the TOD of a Network Transformer**

- a. For network transformers which have a NMVI:
  1. Open and lock open the NMVI and Red Tag.
  2. Open (and/or check open) and lock open the network protector. Then establish a secondary air gap (fuses, links, or open conductors) between the protector and secondary network and Red Tag.

**b. Otherwise:**

NOTE: The air gap in the vault where the TOD is being worked on may be established and Red Tagged (step b.2.) prior to the other switching (step b.1.).

1. Use the same switching and tagging sequence as outlined in 6.2.3, except at the TOD to be worked on.
2. Open (and/or check open) and lock open the protector at the TOD to be worked on. Then establish a secondary air gap (fuses, links, or open conductors) between the protector and secondary network and Red Tag.

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a. For network transformers which have a NMVI:

1. Open and lock open the transformer NMVI and Red Tag.
2. Open (and/or check open) and lock open the network protector. Then establish a secondary air gap (fuses, links, or open conductors) between the protector and secondary network and Red Tag.

b. Otherwise:

NOTE: The air gap in the vault where the Network Transformer is being worked on may be established and Red Tagged (step b.2.) prior to the other switching below.

1. Use the same switching and tagging sequence as outlined in 6.2.3a. through 6.2.3d., except at the Network Transformer to be worked on. Red Tags on the feeder and feeder ties are not required. A visual open is required but is not required to be tagged. A Personal Red Tag Ordered On by the System Operator is required on a primary customer disconnect not controlled by the system operator.
2. Open (and/or check open) and lock open the protector at the Network Transformer to be worked on. Then establish a secondary air gap (fuses, links, or open conductors) between the protector and secondary network and Red Tag.
3. Open, lock open and Red Tag the TOD.

NOTE: When performing work on a network transformer such as adding oil and minimum approach distances will be maintained, the work can be performed under a Clearance between the TOD and the secondary air gap (fuses, links, or open conductors). Grounding is optional for this work. Added safeguards are to be included where possible.

**6.2.7 Replacement of a Network Transformer**

a. For network transformers which have a NMVI:

1. Open and lock open the transformer NMVI and Red Tag.
2. Open (and/or check open) and lock open the network protector. Then establish a secondary air gap (fuses, links, or open conductors) between the protector and secondary network and Red Tag.

b. Otherwise:

NOTE: The air gap in the vault where the Network Transformer is being replaced may be established and Red Tagged (step b.2.) prior to the other switching (step b.1.).

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1. Use the same switching and tagging sequence as outlined in 6.2.3, except at the Network Transformer to be replaced.
2. Open (and/or check open) and lock open the protector. Then establish a secondary air gap (fuses, links, or open conductors) between the protector and secondary network and Red Tag.

**6.2.8 Work on Network Protectors**

- a. Notify the System Operator.

**Note:** If the protector to be worked on is part of a customer spot network, the Person in Charge of the Work shall obtain permission from the System Operator and switch the protector out under System Operator switch orders.

- b. If the network protector to be worked on is operated at 216Y/125 volts:

1. Open (and/or check open) and lock open the network protector.
2. Then establish a secondary air gap (fuses, links, or open conductors) between the protector and secondary network

- c. If the network protector to be worked on is operated at greater than 216Y/125 volts:

1. For network transformers which have a NMVI:

- i. Open and lock open the transformer NMVI and Red Tag.
- ii. Open (and/or check open) and lock open the network protector. Then establish a secondary air gap (fuses, links, or open conductors) between the protector and secondary network and Red Tag.

2. Otherwise:

**NOTE:** The air gap in the vault where the Network Protector is being worked on may be established and Red Tagged (step 2.ii.) prior to the other switching below.

- i. Use the same switching and tagging sequence as outlined in 6.2.3a. through 6.2.3d., except at the protector being worked on. Red Tags on the feeder and feeder ties are not required. A visual open is required but is not required to be tagged. A Personal Red Tag Ordered On by the System Operator is required on a primary customer disconnect not controlled by the system operator.

- ii. Open (and/or check open) and lock open the protector being worked on. Then establish a secondary air gap (fuses, links, or open conductors) between the protector and secondary network and Red Tag.

- iii. Open, lock open and Red Tag the TOD.

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**NOTE:** If restoration of the primary feeder is required to restore other transformers supplied by it, the primary feeder may be switched back.

**6.2.9 Replacement of a Network Protector Enclosure**

- a. Refer to Section 6.2.8c. for all voltages.

**6.2.10 Customer Work on a Spot Network Collector Bus**

If a spot network customer requires a Clearance (using Customer Tags) for de-energizing the secondary collector bus for work on the customer equipment, establish a secondary air gap (fuses, links, or open conductors) between the protector and secondary network and Customer Tag.

- a. For a spot network in which all network transformers have a NMVI:

1. Remove load from the collector bus.
2. Open and lock open all the transformer NMVIs.
3. Open and lock open all the protectors. Then establish a secondary air gap (fuses, links, or open conductors) between the protectors and collector bus and Customer Tag.

- b. Otherwise:

1. Remove load from the collector bus (see section 6.2.1b.).
2. Open and lock open the protectors. Then establish a secondary air gap (fuses, links, or open conductors) between the protectors and collector bus and Customer Tag.

- c. Restore the collector bus by reversing the sequence of the procedure above.

**NOTE:** A protector closed into an isolated collector bus may not remain closed. Load may be required to be connected to the bus before attempting energization. Some spot network installations are equipped with a load resistor for this purpose.

**6.2.11 Customer Work on Customer Equipment Fed from Primary Network Feeders**

If a customer is fed from a primary cable which is also a network feeder, and requires a Clearance (using Customer Tags) for de-energizing the primary feeder cable for the customer's work, the primary cable shall be grounded. Proceed as follows.

**NOTE:** Steps a.1., a.2., and a.3. may be performed in any order and shall be completed prior to step b. Step b. through step g. shall be performed exactly in the order as written.

- a. Take the following preliminary steps:

1. Open any feeder ties and Customer Tag, if applicable.
2. Remove non-network load from the primary feeder and isolate from the feeder and Customer Tag, if applicable.

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3. Remove spot network loads from the feeder to be removed from service. Refer to section 6.2.2.
- b. Open the primary circuit breaker at the source station (this de-energizes the feeder, and all associated network protectors should open automatically).
- c. Test the feeder de-energized. Refer to section 6.2.12 if the feeder does not test de-energized.
- d. If the feeder tests de-energized, open switches at the source station for isolation and Customer Tag or disconnect the truck assembly from the bus and line, and Customer Tag if a metal-clad switchgear.
- e. In all transformer vaults served by the de-energized feeder:
  1. Open, lock open and Customer Tag the protector.
  2. Open and lock open the TOD.
- f. One set of grounds shall be applied to the primary cable per section 2.8.3.
- g. The System Operator shall issue the requested Customer Tags.

**6.2.12 Network Protector Stuck Closed**

- a. After opening the primary network feeder breaker to de-energize a primary network cable, if it does not check de-energized, a protector(s) has failed to open automatically.
- b. Check each vault on the primary network feeder to locate which protector did not open. Identify and notify the System Operator and the local Operating Supervision of which protector(s) failed to open.
- c. Once located, open and lock open the stuck protector. A diagnostic overhaul shall be performed on the protector, and the protector repaired and returned to service.
- d. If the stuck protector cannot be opened to de-energize the primary cable, create a secondary air gap to de-energize the primary cable. The protector shall not be returned to service until repairs are made or the protector replaced.
- e. If repairs cannot be performed immediately, the protector shall be locked open or a secondary air gap created and a HOLD Tag placed.

**6.3 Appendix C – Grounding for the Protection of the Worker****6.3.1 General**

No Personal grounds shall be applied until the zone of protection has been established and the Clearance has been issued by the System Operator or by those having permission to utilize Personal Red Tagging.

Testing and grounding are required before considering the lines or apparatus dead. Work may be done only after these steps have been completed either by the Clearance Person personally or at their request by another.

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When necessary to ground apparatus at points other than where the work is to be done, the request for such grounds shall be made by the Clearance Person. The System Operator can be utilized to transmit the request for remote grounding.

- a. All lines and apparatus, greater than 50 Volts, under the control of the System Operator are not to be considered dead until all of the following have been performed. Line or apparatus is isolated and tagged, tested de-energized, and grounded.
- b. For an employee to work lines or apparatus as dead, the lines or apparatus shall be:
  1. Red Tagged under the provisions of EOP G014, and
  2. Tested and grounded as specified in appropriate Grounding Documents and EOP's.
- c. Lines and apparatus may be worked ungrounded and treated as dead, only if LIBERTY UTILITIES Management can demonstrate that the installation of a ground is impracticable, or conditions resulting from the installation of a ground would present greater hazards than working without grounds, provided the following conditions are met:
  1. The apparatus or lines have been isolated and tested de-energized under the provisions of this documents and other associated referenced EOP's.
  2. There is no possibility of contact with any other energized source.
  3. The hazard of induced voltage is not present.

When working on isolated and tagged substation apparatus and minimum approached distances will be maintained, grounds will not be required. (i.e. ground level mechanism inspections and maintenance). Appropriate added safeguards are included where possible.

#### 6.3.2 Placement of Grounding Device Identification Tickets (GDIT)

After the zone of protection has been established, the Clearance Person shall determine the number and location(s) of personal grounds needed to ground the apparatus properly. All grounds shall have GDIT applied on each ground clamp connection to ground.

- a. Clearance Person - The Clearance Person shall record on the appropriate document the location and ticket number(s) of the GDIT for each ground connection for the Red Tag or PRT zone of protection. Additional Point of work grounds (A set(s) of grounding jumpers and a cluster bar applied at the pole or structure where the work is to be done) is the responsibility of the person applying the grounds and shall follow the GDIT requirements within this procedure.
- b. GDIT Application – The GDIT shall be attached to the ground clamp connection of the personal ground(s) when applied to a phase conductor in

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such a manner that does not effect the electrical connection. No personal grounding device(s) shall be used without this ticket.

- c. When using GIS or mechanical grounding switches in a substation, the System Operator will issue orders and apply GDIT and maintain the documentation for the locations and the GDIT number(s).
- d. For network applications of personal grounds, the GDIT shall be attached to the operating handle under the direction of the Clearance Person.

**6.3.3 Joint Use of Grounds**

Joint use of grounds shall be permitted only with the knowledge and consent of each Clearance Person for whom the apparatus is tagged.

- a. When personal grounds are to be used jointly, the additional Clearance Person(s) shall apply Grounding Device Identification Tickets in the same manner as the previous Clearance Person(s).
  - 1. If conditions exist which may be deemed more hazardous to the employee to place an additional GDIT, a conversation shall occur between the Clearance Persons to document in the Field Clearance and Control form the number of the GDIT and the name or the persons sharing the personal grounds.
- b. The additional Clearance Person(s) shall ensure that the installation or removal of each additional GDIT shall not interfere with the grounds that are attached.
- c. Personal Grounds shall not be removed until all the GDIT have been ordered removed by each Clearance Person.
- d. When any Clearance Person who is not the last Clearance Person utilizing joint use of grounds, calls the System Operator to Release their Clearance, it is understood that the formal language used for their "Release of Clearance" does not infer that they have physically removed their jointly used personal grounds, only their GDIT's.
- e. The last Clearance Person to complete their work using the joint grounds in a zone of protection shall be responsible for the removal of their GDIT's and their personal grounds.

**6.3.4 Removal of Personal Grounds**

- a. When the apparatus is tagged for more than one Clearance Person, and there is a joint use of personal grounds, the Clearance Person desiring to report clear shall inform all other Clearance Person(s).
- b. Upon completion of work, the Clearance Person, or another at the direction of the Clearance Person, shall verify that their appropriate GDIT(s) are removed. If there are no other GDIT(s) placed for others, the personal grounds shall be removed. If the personal grounds are removed by someone other than the Clearance Person, the person removing the

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personal grounds shall notify the Clearance Person that the grounds identified by ticket number(s) have been removed.

**6.4 Appendix D – Formal Statements****6.4.1 Purpose**

The intent of formal statements is to have the proper information relayed between individuals that are applying the Clearance and Control procedure.

The uniform wording shall be used in the issuance of Clearances and other control communications as required in the Clearance and Control procedure G014.

It is important that all System Operators and Authorized Persons follow the same procedures and use the same wording. Such uniform application is required to promote proper communications and to prevent misunderstanding or errors.

Since our entire Clearance and Control procedure depends on checks and balances, one cannot over-emphasize the importance of issuing formal statements and reporting them back to verify the correctness. The formal statements below depict typical examples and shall be followed.

This information shall include:

- a. The Clearance Person shall state their name.
- b. State your purpose or the work to be performed.
- c. State the line or apparatus to be worked on.
- d. State the limits as required.

**6.4.2 Requesting a Clearance**

The Clearance Person shall request the CLEARANCE.

**NOTE:** If any station mechanical grounds are required, ground device number and locations will be requested after the Clearance is issued and will be directed closed and ticketed by the System Operator.

Clearance Person:

"I, (state your name), REQUEST A CLEARANCE ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location)."

**6.4.3 Issuing a Clearance**

System Operator:

"YOU, (repeat name given), HAVE CLEARANCE NUMBER        ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). ALL OF THESE DEVICES ARE IN THE OPEN POSITION AND RED TAGGED FOR YOU. TEST AND THEN GROUND BEFORE CONSIDERING THE CIRCUIT (apparatus) DEAD."

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Clearance Person:

"I, (state your name), HAVE CLEARANCE NUMBER        ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). ALL OF THESE DEVICES ARE IN THE OPEN POSITION AND RED TAGGED FOR ME. I WILL TEST AND THEN GROUND BEFORE CONSIDERING THE CIRCUIT (apparatus) DEAD."

System Operator:

"THAT IS CORRECT. DO YOU UNDERSTAND AND ACCEPT THIS CLEARANCE?"

Clearance Person:

"YES, I UNDERSTAND AND ACCEPT THIS CLEARANCE."

#### 6.4.4 Releasing a Clearance

**NOTE:** Prior to the release of the Clearance, the Clearance Person shall request any station mechanical grounds that were requested closed to have the tickets removed and ordered opened by the System Operator.

Clearance Person:

"I, (state your name), RELEASE CLEARANCE NUMBER        ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). ALL OF MY WORKERS ARE CLEAR AND HAVE BEEN TOLD TO CONSIDER THE CIRCUIT ENERGIZED. ALL GROUNDS APPLIED BY ME OR FOR ME HAVE BEEN REMOVED. ALL MY WORK UNDER CLEARANCE NUMBER        IS COMPLETE AND IS READY FOR SERVICE. THE WORK PERFORMED OR CHANGES MADE BY ME ARE AS FOLLOWS: (Give exact details)."

System Operator:

"I RELEASE YOU, (state name given), OF CLEARANCE NUMBER        ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). ALL OF YOUR WORKERS ARE CLEAR AND HAVE BEEN TOLD TO CONSIDER THE CIRCUIT (equipment) ENERGIZED. ALL GROUNDS APPLIED BY YOU OR FOR YOU HAVE BEEN REMOVED. ALL YOUR WORK UNDER CLEARANCE NUMBER        HAS BEEN COMPLETED AND IS AND READY FOR SERVICE. (Then restate the work done)."

Clearance Person:

"THAT IS CORRECT."

#### 6.4.5 Surrendering and Re-issuing a Clearance

Surrendering a Clearance:

Clearance Person:

"I, (state your name), SURRENDER CLEARANCE NUMBER        ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by

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number, location). ALL OF MY WORKERS ARE CLEAR AND HAVE BEEN TOLD TO CONSIDER THE CIRCUIT ENERGIZED. THE STATUS IS AS FOLLOWS; (Give exact details as to location of any grounds being left in place, GDIT #'s, and the condition of the circuit or apparatus)."

System Operator:

"YOU, (state name given), SURRENDER CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). ALL OF YOUR WORKERS ARE CLEAR AND HAVE BEEN TOLD TO CONSIDER THE CIRCUIT ENERGIZED. THE STATUS IS AS FOLLOWS; (Repeat exact details as to location of any grounds being left in place, GDIT #'s, and the condition of the circuit or apparatus)."

Clearance Person:

"THAT IS CORRECT."

Re-issuing a Surrendered Clearance after Receiving a Formal Request for Clearance:

System Operator:

"YOU, (repeat name given), ARE RE-ISSUED CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). ALL OF THESE DEVICES ARE IN THE OPEN POSITION AND RED TAGGED FOR YOU. THE STATUS IS AS FOLLOWS; (Give exact details as to location of any grounds left in place, GDIT #'s, & the condition of the circuit or apparatus). TEST AND THEN GROUND BEFORE CONSIDERING THE CIRCUIT (apparatus) DEAD."

Clearance Person:

"I, (state your name), AM RE-ISSUED CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). ALL OF THESE DEVICES ARE IN THE OPEN POSITION AND RED TAGGED FOR ME. (Repeat exact details as to location of any grounds left in place, GDIT #'s, & the condition of the circuit or apparatus). I WILL TEST AND THEN GROUND BEFORE CONSIDERING THE CIRCUIT (apparatus) DEAD."

System Operator:

"THAT IS CORRECT. DO YOU UNDERSTAND AND ACCEPT THIS CLEARANCE?"

Clearance Person:

"YES, I UNDERSTAND AND ACCEPT THIS CLEARANCE."

#### 6.4.6 Transfer of Clearance

Existing Clearance Person:

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"I, (state your name), REQUEST TRANSFER OF MY CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location) FROM ME TO (name of new Clearance Person)."

System Operator (to existing Clearance Person):

"YOU, (repeat name given), REQUEST TO TRANSFER YOUR CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location) TO (name of new Clearance Person)."

Existing Clearance Person:

"THAT IS CORRECT."

New Clearance Person:

"I, (state your name), REQUEST TRANSFER OF (name of existing Clearance Person's) CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location)."

System Operator (to new Clearance Person):

"YOU, (state name given), ARE ISSUED (name of existing Clearance Person's) TRANSFER OF CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). DO YOU UNDERSTAND AND ACCEPT THIS CLEARANCE?"

New Clearance Person:

"YES, I UNDERSTAND AND ACCEPT THIS CLEARANCE."

System Operator (to original Clearance Person):

"(Original Clearance Person's name), YOUR CLEARANCE NUMBER \_\_\_\_\_ HAS BEEN TRANSFERRED TO (name of new Clearance Person)."

#### 6.4.7 Personal Red Tagging

The procedure for requesting, issuing and releasing Personal Red Tags is the same as covered under Clearances, however, since such issuance by the System Operator may not necessarily cover all points of required protection, the wording of the formal statement by the System Operator shall be adjusted as follows:

#### 6.4.8 Issuing Personal Red Tags – Ordered On by the System Operator

System Operator:

"(State name given), THE (list of devices by number and location) ARE IN THE OPEN POSITION AND HAVE BEEN PERSONAL RED TAGGED FOR YOU. PROVIDE YOUR OWN PROTECTION FROM ALL OTHER SOURCES OF ENERGY."

Person In Charge Of the Work:

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"I, (state your name), UNDERSTAND AND ACCEPT PERSONAL RED TAGS ON (give devices) AT (give locations) AND WILL PROVIDE MY OWN PROTECTION FROM ALL OTHER SOURCES OF ENERGY."

System Operator:

"THAT IS CORRECT."

**6.4.8a Releasing Personal Red Tags – Ordered on by the System Operator**

Person in Charge of the Work:

"I, (state your name), RELEASE MY PERSONAL RED TAGS ON (give devices) AT (give locations). (Then state the work done)."

System Operator

"YOU, (state name given), RELEASE YOUR PERSONAL RED TAGS ON (give devices) AT (give locations). (Restate the work done)."

Person in Charge of Work:

"THAT IS CORRECT"

**6.4.9 Issuing Personal Red Tags – Permission Granted by System Operator to use Personal Red Tagging**

Person in Charge of the Work:

"I, (state name given), REQUEST PERMISSION TO UTILIZE PERSONAL RED TAGGING ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location)."

System Operator:

"YOU, (state name given), HAVE PERMISSION TO UTILIZE PERSONAL RED TAGGING ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). CALL ME (Give switching and reporting requirements) PROVIDE YOUR OWN PROTECTION FROM ALL OTHER SOURCES OF ENERGY."

Person in Charge of the Work:

"I, (state name given), HAVE PERMISSION TO UTILIZE PERSONAL RED TAGGING ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). I WILL CALL YOU (Give switching and reporting requirements). I WILL PROVIDE MY OWN PROTECTION FROM ALL OTHER SOURCES OF ENERGY."

System Operator:

"THAT IS CORRECT."

**6.4.10 Releasing Personal Red Tags – Permission Granted by System Operator to use Personal Red Tagging**

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Person In Charge of the Work:

"I, (state your name), RELEASE MY PERMISSION TO UTILIZE PERSONAL RED TAGGING ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). (Then state the work done)."

System Operator:

"YOU, (state name given), RELEASE YOUR PERMISSION TO UTILIZE PERSONAL TAGGING ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). (Restate the work done)."

Person In Charge of the Work:

"THAT IS CORRECT."

**6.4.11 Issuance of a Tagging Guarantee**

System Operator:

"YOU, (foreign utility, generator), HAVE TAGGING GUARANTEE NUMBER        ON (line/apparatus). ALL SOURCES OF POWER SUPPLY, THAT ARE NORMALLY OPERATED BY OR UNDER THE CONTROL OF THIS OFFICE, ARE GUARANTEED TO BE IN THE OPEN POSITION AND TAGGED AT THE FOLLOWING LOCATIONS: (list of all limits by number, location). THE GUARANTEE WILL REMAIN IN EFFECT UNTIL RELEASED BY YOU/YOUR OFFICE. PROVIDE YOUR OWN PROTECTION FROM ALL OTHER SOURCES OF ENERGY."

**6.4.12 Release of Tagging Guarantee**

System Operator:

"I RELEASE YOU, (utility, generator), OF TAGGING GUARANTEE NUMBER        ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location)."

ALL OF YOUR WORKERS ARE CLEAR AND HAVE BEEN TOLD TO CONSIDER THE CIRCUIT (equipment) ENERGIZED. ALL GROUNDS APPLIED BY YOU HAVE BEEN REMOVED. AS FAR AS YOU ARE CONCERNED, IT IS READY FOR SERVICE."

**6.4.13 Issuance of Tagging Guarantee with Grounds**

System Operator:

"YOU, (foreign utility, generator), HAVE TAGGING GUARANTEE NUMBER       , WITH GROUNDS ON (line/apparatus), ALL SOURCES OF POWER SUPPLY, THAT ARE NORMALLY OPERATED BY OR UNDER THE CONTROL OF THIS OFFICE, ARE GUARANTEED TO BE IN THE OPEN POSITION AND TAGGED AT THE FOLLOWING LOCATIONS: (list of all limits by number, location). GROUNDS HAVE BEEN APPLIED AT THE FOLLOWING LOCATIONS: (list of ground locations). YOU ARE ADVISED THAT THE GROUNDS INSTALLED ARE ONLY A VISIBLE INDICATION THAT THE

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APPARATUS HAS BEEN DEENERGIZED AT THE POINT OF GROUNDING,  
AND SHOULD NOT BE CONSIDERED PROTECTION FOR YOUR WORKERS."

**6.4.14 Release of Tagging Guarantee with Grounds**

System Operator:

"I RELEASE YOU, (foreign utility, generator), OF TAGGING GUARANTEE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). ALL OF YOUR WORKERS ARE CLEAR AND HAVE BEEN TOLD TO CONSIDER THE CIRCUIT (equipment) ENERGIZED. ALL GROUNDS APPLIED BY YOU HAVE BEEN REMOVED. AS FAR AS YOU ARE CONCERNED, IT IS READY FOR SERVICE."

**6.4.15 Requesting Non-Reclose Assurance (NRA)**

Authorized Person:

"I, (state your name), REQUEST AN NRA ON THE (line/apparatus) AND THE CONTROLS OF (list of all device(s) by number, location) FOR MY WORK AT (list the location of your work)."

**6.4.16 Issuance of a Non-Reclose Assurance**

System Operator:

"You, (state name given) HAVE NRA NUMBER \_\_\_\_\_ ON THE (line/ apparatus) AND THE CONTROLS OF (list all device(s) by number, location) FOR YOUR WORK AT (List location of work) DO YOU ACCEPT AND UNDERSTAND THIS NRA?"

Authorized Person:

"YES, I UNDERSTAND AND ACCEPT THIS NRA."

**6.4.17 Issuance of a NRA Guarantee with a foreign utility Control Center**

System Operator:

"YOU, (foreign utility), HAVE NRA GUARANTEE NUMBER \_\_\_\_\_, ON (line/apparatus) AND THE CONTROLS OF (list all device(s) by number, location) FOR YOUR WORK AT (List location of work). YOU ARE RESPONSIBLE TO INFORM THE LIBERTY UTILITIES SYSTEM OPERATOR OF ANY OF ANY CONDITIONS THAT MAY HAVE CAUSED THESE DEVICES(S) TO OPERATE."

**6.4.18 Release of a NRA**

Authorized Person:

"I, (state your name), RELEASE NRA NUMBER \_\_\_\_\_ ON THE (line/apparatus). THE CONTROLS OF (list of all device(s) by number, location) MAY BE RESTORED TO THE AUTOMATIC RECLOSE POSITION. (States details of work completed)."

System Operator:

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"YOU, (state name given), RELEASE NRA NUMBER \_\_\_\_\_ ON THE (line/apparatus). THE CONTROLS OF (list of all device(s) by number, location) MAY BE RESTORED TO THE AUTOMATIC RECLOSE POSITION. (Restates details of work completed)."

Authorized Person:

"THAT IS CORRECT."

**6.4.19 Release of a NRA Guarantee with a foreign utility Control Center**

System Operator:

"I RELEASE YOU, (utility), OF NRA GUARANTEE NUMBER \_\_\_\_\_ ON THE (line/apparatus). THE CONTROLS OF (list of all device(s) by number, location) MAY BE RESTORED TO THEIR NORMAL POSITION."

**6.4.20 Surrendering an NRA when work is not completed**

System Operator:

"OK, (state name given), GO AHEAD AND SURRENDER YOUR NRA."

Authorized Person:

"I, (state your name), SURRENDER NRA NUMBER \_\_\_\_\_ ON THE (line/apparatus) ON THE CONTROLS OF (list of all device(s) by number, location) AND THEY MAY BE RECLOSED IF THEY TRIP WHILE THE NRA IS SURRENDERED."

System Operator:

"YOU, (state name given), SURRENDER NRA NUMBER \_\_\_\_\_ ON THE (line/apparatus) ON THE CONTROLS OF (list of all device(s) by number, location). THESE DEVICES MAY BE RECLOSED IF THEY TRIP WHILE THE NRA IS SURRENDERED."

Authorized Person:

"THAT IS CORRECT."

**6.4.21 Transfer of Non Reclose Assurance**

Existing Authorized Person:

"I, (state your name), REQUEST TRANSFER OF MY NRA NUMBER \_\_\_\_\_ ON THE (line/apparatus) ON THE CONTROLS OF; (list of all device(s) by number, location) FROM ME TO (name of new Authorized Person)."

System Operator (to existing Authorized Person):

"YOU, (repeat name given), REQUEST TO TRANSFER YOUR NRA NUMBER \_\_\_\_\_ ON THE (line/apparatus) ON THE CONTROLS OF; (list of all device(s) by number, location) TO (name of new Authorized Person)."

Existing Authorized Person:

"THAT IS CORRECT."

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New Authorized Person:

"I, (state your name), REQUEST TRANSFER OF (name of existing Authorized Person's) NRA NUMBER \_\_\_\_ ON THE; (line/apparatus) ON THE CONTROLS OF; (list of all device(s) by number, location)."

System Operator (to new Authorized Person):

"YOU, (state name given), ARE ISSUED (name of existing Authorized Person's) TRANSFER OF NRA NUMBER \_\_\_\_ ON THE (line/apparatus) ON THE CONTROLS OF; (list of all device(s) by number, location). DO YOU UNDERSTAND AND ACCEPT THIS NON RECLOSE ASSURANCE?"

New Authorized Person:

"YES, I UNDERSTAND AND ACCEPT THIS NON RECLOSE ASSURANCE."

System Operator (to original Authorized Person):

"(Original Authorized Person's name), YOUR NRA NUMBER \_\_\_\_ HAS BEEN TRANSFERRED TO (name of new Authorized Person)."

**6.4.22 Issuance of Customer Tags Directly to Large Industrial Customers**

System Operator:

"YOU, (customer) , HAVE CUSTOMER TAG(s) ON (line/apparatus), ALL SOURCES OF POWER SUPPLY, THAT ARE NORMALLY OPERATED BY OR UNDER THE CONTROL OF THIS OFFICE, ARE IN THE OPEN POSITION AND CUSTOMER TAGGED AT THE FOLLOWING LOCATIONS:(list of all limits by number and location)."

Note: If grounds were requested add the following statement:

GROUND HAVE BEEN APPLIED AT THE FOLLOWING LOCATIONS: (list of ground locations). YOU ARE ADVISED THAT THE GROUNDS INSTALLED ARE ONLY A VISIBLE INDICATION THAT THE APPARATUS HAS BEEN DEENERGIZED AT THE POINT OF GROUNDING, AND SHOULD NOT BE CONSIDERED PROTECTION FOR YOUR WORKERS."

**6.4.23 Release of Customer Tags Directly to Large Industrial Customers**

System Operator:

"I RELEASE YOU, (customer), OF CUSTOMER TAG(s) ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number and location). ALL OF YOUR WORKERS ARE CLEAR AND HAVE BEEN TOLD TO CONSIDER THE CIRCUIT (equipment) ENERGIZED. ALL GROUNDS APPLIED BY YOU HAVE BEEN REMOVED. AS FAR AS YOU ARE CONCERNED, THE CUSTOMER TAG(S) MAY BE REMOVED AND THE SOURCES OF POWER SUPPLY, THAT ARE NORMALLY OPERATED BY OR UNDER THE CONTROL OF THIS OFFICE MAYBE RETURNED TO SERVICE."

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"I, (state your name), REQUEST THAT MY CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location), BE EXPANDED/COLLAPSED. THE NEW LIMIT(S) THAT I AM REQUESTING ARE AS FOLLOWS; (list of all limits by number, location)."

**System Operator:**

"I UNDERSTAND (repeat name given) YOU HAVE CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). YOU ARE REQUESTING THAT YOUR ZONE OF PROTECTION BE EXPANDED/COLLAPSED AND THE NEW LIMIT(S) YOU ARE REQUESTING ARE AS FOLLOWS; (list of all limits by number, location)."

**Clearance Person:**

"THAT IS CORRECT."

**System Operator:**

"I WILL CALL YOU BACK WHEN THE RED TAGS ARE IN PLACE."

**Issuing a New Clearance****System Operator:**

"(Clearance Person), I HAVE ALL RED TAGS IN PLACE THAT YOU HAVE REQUESTED FOR YOUR EXPANDED/COLLAPSED ZONE OF PROTECTION. ARE YOU READY TO RECEIVE YOUR NEW CLEARANCE."

**Clearance Person:**

"YES I AM."

**System Operator:**

"YOU, (repeat name given), HAVE CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING NEW LIMITS; (list of all limits by number, location). ALL OF THESE DEVICES ARE IN THE OPEN POSITION AND RED TAGGED FOR YOU. TEST AND THEN GROUND BEFORE CONSIDERING THE CIRCUIT (apparatus) DEAD."

**Clearance Person:**

"I, (state your name), HAVE CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING NEW LIMITS; (list of all limits by number, location). ALL OF THESE DEVICES ARE IN THE OPEN POSITION AND RED TAGGED FOR ME. I WILL TEST AND THEN GROUND BEFORE CONSIDERING THE CIRCUIT (apparatus) DEAD."

**System Operator:****PRINTED COPIES ARE NOT DOCUMENT CONTROLLED.****FOR THE LATEST AUTHORIZED VERSION PLEASE REFER TO THE APPROPRIATE DEPARTMENT WEBSITE.**

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"THAT IS CORRECT. DO YOU UNDERSTAND AND ACCEPT THIS CLEARANCE?"

Clearance Person:

"YES, I UNDERSTAND AND ACCEPT THIS CLEARANCE."

**6.4.25 Releasing of Tags for Expanding or Collapsing a Zone of Protection**

System Operator:

"AT THIS TIME (Clearance Person) WOULD YOU RELEASE YOUR RED TAGS ON THE LIMIT(S) THAT WERE PART OF YOUR ORIGINAL CLEARANCE AND ARE NO LONGER NEEDED."

Clearance Person:

Note: for expanding:

"I, (state your name), RELEASE MY RED TAGS ON THE FOLLOWING LIMITS; (list of all limits by number, location)."

Clearance Person:

Note: for collapsing:

"I, (state your name), RELEASE MY RED TAGS ON THE FOLLOWING LIMITS; (list of all limits by number, location). FOR THE SECTION OF THE CLEARANCE I AM RELEASING, ALL OF MY WORKERS ARE CLEAR AND HAVE BEEN TOLD TO CONSIDER THE RELEASED SECTION TO BE ENERGIZED, AND ALL GROUNDS APPLIED BY ME OR FOR ME HAVE BEEN REMOVED."

System Operator:

Note: for expanding:

"I UNDERSTAND (Clearance Person) YOU RELEASE YOUR RED TAGS ON THE FOLLOWING LIMIT(S); (list of all limits by number, location)."

System Operator:

Note: for collapsing:

"YOU, (state name), RELEASE YOUR RED TAGS ON THE FOLLOWING LIMITS; (list of all limits by number, location). FOR THE SECTION OF THE CLEARANCE YOU ARE RELEASING, ALL OF YOUR WORKERS ARE CLEAR AND HAVE BEEN TOLD TO CONSIDER THE RELEASED SECTION TO BE ENERGIZED, AND ALL GROUNDS APPLIED BY YOU OR FOR YOU HAVE BEEN REMOVED."

Clearance Person:

"THAT IS CORRECT."

**6.4.26 Higher Authority**

Clearance Person:

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"I, (state your name), AS A HIGHER AUTHORITY ASSUME REPONSIBILITY AND REQUEST THE CLEARANCE CURRENTLY ISSUED TO (state Clearance person's name that you are assuming Clearance for) ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location), BE ISSUED TO ME (state your name)."

System Operator:

"YOU, (repeat name given), AS A HIGHER AUTHORITY ASSUME REPONSIBILITY FOR (state Clearance person's name that you are assuming Clearance for) CLEARANCE AND HAVE CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). ALL OF THESE DEVICES ARE IN THE OPEN POSITION AND RED TAGGED FOR YOU. TEST AND THEN GROUND BEFORE CONSIDERING THE CIRCUIT (apparatus) DEAD."

Clearance Person:

"I, (state your name), AS A HIGHER AUTHORITY ASSUME REPONSIBILITY FOR (state Clearance person's name that you are assuming Clearance for) CLEARANCE AND HAVE CLEARANCE NUMBER \_\_\_\_\_ ON THE (line/apparatus) BETWEEN THE FOLLOWING LIMITS; (list of all limits by number, location). ALL OF THESE DEVICES ARE IN THE OPEN POSITION AND RED TAGGED FOR ME. I WILL TEST AND THEN GROUND BEFORE CONSIDERING THE CIRCUIT (apparatus) DEAD."

System Operator:

"THAT IS CORRECT. DO YOU UNDERSTAND AND ACCEPT THIS CLEARANCE?"

Clearance Person:

"YES, I UNDERSTAND AND ACCEPT THIS CLEARANCE."

**6.5 Appendix E - Sample Documents / Forms/Tags**

- 6.5.1 Field Switching Order - Sample
- 6.5.2 Field Clearance and Control Form - Sample
- 6.5.3 Station Control Tag Form - Sample
- 6.5.4 Contractor Permission to Work Form - Sample
- 6.5.5 Customer Work Notification Form - Sample

To order forms request through Liberty Utilities Purchasing Dept. - Londonderry

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- 6.5.6 Red Tag Sample
- 6.5.7 Non-Reclose Assurance Tag Sample
- 6.5.8 HOLD Tag Sample
- 6.5.9 Station Control Tag Sample
- 6.5.10 Customer Tag Sample
- 6.5.11 Ground Device Identification Ticket Sample
- 6.5.12 Worker Placard Sample

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<b>FIELD SWITCHING ORDER</b>		<b>Liberty Utilities</b>
DATE _____	SWITCHING LOCATION(S) _____	
SYSTEM OPERATOR _____	ORDER NUMBER _____	SWITCH PERSON _____
REASON FOR SWITCHING _____		
<b>Remember the Six Basic Steps of Switching</b>		
1. Carry the Field Switching Order with you. 2. Verify the switching order for correct location and correct sequence. 3. Identify and ensure yourself of the device you are about to operate. 4. Verify the device position and anticipated status. (i.e. the closed switch is about to open). 5. Operate the device. 6. Verify that the device has operated properly as anticipated.		
<b>When in doubt of any switching step, STOP, and notify the System Operator.</b>		
<b>FIELD SWITCHING ORDER</b>		
TIME		LOCATION / SWITCHING DESCRIPTION
ISSUED	EXECUTED	
<b>RETURN FIELD SWITCHING ORDER SHEET WITH TAGS TO LOCAL SUPERVISION FOR REVIEW RETAIN LOCALLY FOR THREE (3) YEARS</b>		

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### 6.5.2 Field Clearance and Control Form

RETURN FIELD CLEARANCE and CONTROL FORM WITH TAGS TO LOCAL SUPERVISION  
RETAIN LOCALLY FOR THREE (3) YEARS

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FIELD CLEARANCE and CONTROL FORM							nationalgrid			
SWITCHING LOCATION and TAG POINTS			TAGS INSTALLED			TAGS REMOVED		GROUNDING INFORMATION		
Location	Device	Description of Switching	Date / Time	Switch Person	Tagged Y / N	Description of Switching	Date / Time	Switch Person	GDIT # or HOLD TAG	REMOVED Date / Time
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
CREW MEMBERS and/or OTHER CREW LEADS			DATE / TIME NOTIFIED		CREW MEMBERS and/or OTHER CREW LEADS			DATE / TIME NOTIFIED		
NAME & TRUCK #			To Start Work	Released	NAME & TRUCK #			To Start Work	Released	
/			/	/	/			/	/	
/			/	/	/			/	/	
/			/	/	/			/	/	
TRANSFER / SURRENDER / Re-ISSUE		Date / Time	To:	TRANSFER / SURRENDER / Re-ISSUE		Date / Time	To:			
TRANSFER / SURRENDER / Re-ISSUE		Date / Time	To:	TRANSFER / SURRENDER / Re-ISSUE		Date / Time	To:			
Comments:								Continued on additional Field Clearance and Control Form(s). YES ____ NO ____		

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**6.5.3 Station Control Tag Form**

<b>STATION CONTROL TAG FORM</b>		<b>nationalgrid</b>					
Station Control Tag is Non System Operator based for work in Substations. The Station Control Tag shall not be used on system voltages above 600 volts. Conduct a Job Brief and notify all affected workers on the crew of tag location, locks applied (if applicable), and equipment position before beginning work. Separate Station Control Tags shall be applied by each crew working on the same equipment or circuit. Prior to removal of any tags to operate any device, the lead individual shall ensure all personnel, tools, grounds, and equipment are in the clear.							
AUTHORIZED PERSON UTILIZING STATION CONTROL TAGS							
DESCRIPTION OF WORK SCOPE:							
<b>TAGGING POINTS</b>							
STATION:			INSTALLED			REMOVED	
CABINET, PANEL, CIRCUIT NO., LOCATION		PROTECTIVE POSITION	TIME	DATE	BY	TIME	DATE
1							
2							
3							
4							
5							
6							
7							
8							
<b>STATION CONTROL TAG FIELD SWITCHING ORDER</b>							
TIME		SWITCH PERSON	OPERATION				
ISSUED	EXECUTED						
<b>RETURN STATION CONTROL TAG SHEET WITH TAGS TO LOCAL SUPERVISION RETAIN LOCALLY FOR THREE (3) YEARS</b>							

NG0063 (01.06)

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**Page: 69 of 79****6.5.4 Contractor Permission to Work Form**

<b>CONTRACTOR PERMISSION TO WORK FORM</b> (Filled out by the FCC)		<b>nationalgrid</b>	
DATE	LINE / STATION No.		SYSTEM OPERATOR
In accordance with National Grid Clearance and Control procedures the following devices in the following locations are tagged for:			
NAME OF AUTHORIZED PERSON: _____			
LOCATION:	DEVICE:	INSTALLED	REMOVED
1			
2			
3			
4			
5			
6			
7			
<input type="checkbox"/> Additional Devices on back of sheet			
<input type="checkbox"/> Contractor informed to begin work: Date: _____ Time: _____			
By: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> In Person <input type="checkbox"/> Other: _____			
The Contractor may proceed to <u>test de-energized and ground</u> (if applicable) in accordance with all OSHA, Federal, state and local safety procedures for testing and grounding. Appropriate ground lead size shall be used as directed for specific sites.			
<b>CONTRACTOR COMPLETION OF WORK</b>			
(Filled out by the Contractor)			
I Certify that All Grounds have been removed, the workers and equipment are in the clear, and the devices listed above may have the tags removed and be returned to service.			
SIGNED:	COMPANY: _____		
DATE:	TIME: _____		
By: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> In Person <input type="checkbox"/> Other: _____			

NG0060 (01.06)

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**CONTRACTOR PERMISSION TO WORK FORM**  
(Filled out by the FCC)**nationalgrid**

LOCATION:	DEVICE:	INSTALLED	REMOVED
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

RETURN CONTRACTOR PERMISSION TO WORK FORM WITH TAGS TO LOCAL SUPERVISION  
RETAIN LOCALLY FOR THREE (3) YEARS

REMARKS:

NG0060 (01.06)

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Originating Department:  
Standards, Policies, & CodesAuthor:  
Robert J Johnson

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**Page: 71 of 79****6.5.5 Customer Work Notification Form**

<b>CUSTOMER WORK NOTIFICATION FORM</b>		<b>nationalgrid</b>
This form shall be used when general clearances can not be maintained by customers on circuits energized at primary voltage and shall establish and document the meeting, discussions, job brief, and the customer contact requirements.		
NATIONAL GRID AUTHORIZED PERSON NAME	NATIONAL GRID CONTACT NUMBER	
<input type="checkbox"/> CLEARANCE NUMBER: _____	<input type="checkbox"/> PRT (NAME): _____	
LINE / APPARATUS		
Grounds Location (s)	Ground Device Identification Ticket (s)	
_____	_____	
<b>CUSTOMER SECTION and CONTACT INFORMATION:</b>		
CUSTOMER NAME / RESPONSIBLE PERSON / CONTRACTOR / AGENCY	DATE	
STREET ADDRESS	TELEPHONE NUMBER	
CITY / TOWN / VILLAGE	EMERGENCY 24/7 TELEPHONE NUMBER	
I am requesting that <b>nationalgrid</b> de-energize and ground the electrical conductors at:		
<input type="checkbox"/> CUSTOMER INITIALS	(Location where work will be performed)	
<input type="checkbox"/> CUSTOMER INITIALS	I understand that if there any changes required or if the work is completed, I will contact the <b>nationalgrid</b> contact number listed above and inform them of these changes.	
CUSTOMER SIGNATURE		DATE
<b>CUSTOMER WORK COMPLETION SECTION:</b>		
<input type="checkbox"/> CUSTOMER INITIALS	I acknowledge that all work has been completed and I will treat all line/apparatus as energized as of this date.	
CUSTOMER SIGNATURE		DATE

NG0061 (08.06)

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## 6.5.6 Red Tag Sample

<b>Electromark</b> 6188 W. PORT BAY ROAD WOLCOTT, NY 14590 PH# 800-295-8247 <a href="http://WWW.ELECTROMARK.COM">WWW.ELECTROMARK.COM</a>		FILE:PUBLIC/ART/_ PROOFS2/SAP PROOFS/23187404 10
		EM PART NO.: _____ CUST. PART NO.: _____
<b>DIE EB-365</b>		
<b>PRODUCT TYPE:</b> <input type="checkbox"/> LABEL <input type="checkbox"/> SIGN <input checked="" type="checkbox"/> TAG <input type="checkbox"/> OTHER <b>MATERIAL:</b> <u>10 MIL POLYESTER</u> <b>LAMINATE:</b> <u>1 MIL POLYESTER SELF LAM FLAP</u> <b>ADHESIVE:</b> _____ <b>COLOR:</b> <u>RED, BLACK AND WHITE FRONT AND BACK</u>  <b>DATE:</b> <u>7/10/13</u> <b>REVISION:</b> <u>1-11/7/13</u> <b>ARTIST:</b> <u>DB</u> <b>PROOF:</b> <u>23187404 10</u> <b>CUSTOMER:</b> <u>LIBERTY UTILITIES</u>		
<b>SELF LAMINATING FLAP</b> <input checked="" type="checkbox"/> 1 SIDE <input type="checkbox"/> 2 SIDE <b>CORNER TYPE</b> <input checked="" type="checkbox"/> ROUND <input type="checkbox"/> SQUARE <input type="checkbox"/> CROPPED <input type="checkbox"/> VARIABLE LEGEND <input type="checkbox"/> 2 SIDED <input type="checkbox"/> SLIT LINER <input checked="" type="checkbox"/> HOLES <input type="checkbox"/> SLOTS  <b>* UNLESS NOTED OTHERWISE, ELECTROMARK WILL DETERMINE THE PANTONE COLORS FOR THIS ITEM</b>		
<i>This product is manufactured to meet current regulations for its presumed application. In the event you have requested deviation(s) from applicable regulations related to its presumed application you assume all liability associated with the requested deviations.</i>		<i>*DRAWING MAY NOT BE TO SCALE</i>

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## 6.5.7 Non-Reclose Assurance Tag Sample

<b>Electromark</b> 6188 W. PORT BAY ROAD WOLCOTT, NY 14590 PH# 800-295-8247 <a href="http://WWW.ELECTROMARK.COM">WWW.ELECTROMARK.COM</a>		FILE:PUBLIC/ART/_PROOFS2/SAP PROOFS/23187404 20
EM PART NO.:		CUST. PART NO.:
<b>DIE EB-365</b>		
<b>PRODUCT TYPE:</b> <input type="checkbox"/> LABEL <input type="checkbox"/> SIGN <input checked="" type="checkbox"/> TAG <input type="checkbox"/> OTHER <b>MATERIAL:</b> <u>10 MIL POLYESTER</u> <b>LAMINATE:</b> <u>1 MIL POLYESTER SELF LAM FLAP</u> <b>ADHESIVE:</b> _____ <b>COLOR:</b> <u>ORANGE, BLACK AND WHITE FRONT &amp; BACK</u>  <b>DATE:</b> <u>7/10/13</u> <b>REVISION:</b> <u>1-11-7/13</u> <b>ARTIST:</b> <u>DR</u> <b>PROOF:</b> <u>23187404 20</u> <b>CUSTOMER:</b> <u>LIBERTY UTILITIES</u>		
<b>SELF LAMINATING FLAP</b> <input checked="" type="checkbox"/> 1 SIDE <input type="checkbox"/> 2 SIDE <b>CORNER TYPE</b> <input checked="" type="checkbox"/> ROUND <input type="checkbox"/> SQUARE <input type="checkbox"/> CROPPED <input type="checkbox"/> VARIABLE LEGEND <input checked="" type="checkbox"/> 2 SIDED <input type="checkbox"/> SLIT LINER <input checked="" type="checkbox"/> HOLES <input type="checkbox"/> SLOTS  <b>STRING LOOPED OPEN END</b> <input type="checkbox"/> STRING CLOSED KNOTTED END <input type="checkbox"/> GROMMET/EYELET <input type="checkbox"/> WIRE <input type="checkbox"/> TIE WRAP <input checked="" type="checkbox"/> NO ATTACHMENTS <input type="checkbox"/> PERFORATION <input type="checkbox"/> SEQUENTIAL NUMBERED		
* UNLESS NOTED OTHERWISE, ELECTROMARK WILL DETERMINE THE PANTONE COLORS FOR THIS ITEM		
<i>This product is manufactured to meet current regulations for its presumed application. In the event you have requested deviation(s) from applicable regulations related to its presumed application you assume all liability associated with the requested deviations.</i>		<i>*DRAWING MAY NOT BE TO SCALE</i>

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## 6.5.8 HOLD Tag Sample

<b>Electromark</b> 6188 W. PORT BAY ROAD WOLCOTT, NY 14590 PH# 800-295-8247 <a href="http://WWW.ELECTROMARK.COM">WWW.ELECTROMARK.COM</a>		FILE:PUBLIC/ART/_PROOFS2/SAP PROOFS/23187404.30
EM PART NO.:		CUST. PART NO.:
<b>BACK</b> THIS SIDE IS WRITABLE		
<b>DIE EB-365</b>		
<b>PRODUCT TYPE:</b> <input type="checkbox"/> LABEL <input type="checkbox"/> SIGN <input checked="" type="checkbox"/> TAG <input type="checkbox"/> OTHER <b>MATERIAL:</b> <u>10 MIL POLYESTER</u> <b>LAMINATE:</b> <u>1 MIL POLYESTER SELF LAM FLAP</u> <b>ADHESIVE:</b> _____ <b>COLOR:</b> <u>YELLOW, BLACK AND WHITE FRONT &amp; BACK</u>  <b>DATE:</b> <u>7/10/13</u> <b>REVISION:</b> <u>1-11/7/13</u> <b>ARTIST:</b> <u>DR</u> <b>PROOF:</b> <u>23187404.30</u> <b>CUSTOMER:</b> <u>LIBERTY UTILITIES</u>		
<b>SELF LAMINATING FLAP</b> <input checked="" type="checkbox"/> 1 SIDE <input type="checkbox"/> 2 SIDE <b>CORNER TYPE</b> <input checked="" type="checkbox"/> ROUND <input type="checkbox"/> SQUARE <input type="checkbox"/> CROPPED <input type="checkbox"/> VARIABLE LEGEND <input checked="" type="checkbox"/> 2 SIDED <input type="checkbox"/> SLIT LINER <input checked="" type="checkbox"/> HOLES <input type="checkbox"/> SLOTS  * <b>UNLESS NOTED OTHERWISE, ELECTROMARK WILL DETERMINE THE PANTONE COLORS FOR THIS ITEM</b>		
<i>This product is manufactured to meet current regulations for its presumed application. In the event you have requested deviation(s) from applicable regulations related to its presumed application you assume all liability associated with the requested deviations.</i>		<i>*DRAWING MAY NOT BE TO SCALE</i>

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## 6.5.9 Station Control Tag Sample

<b>Electromark</b> 6188 W. PORT BAY ROAD WOLCOTT, NY 14590 PH# 800-295-8247 <a href="http://WWW.ELECTROMARK.COM">WWW.ELECTROMARK.COM</a>		FILE:PUBLIC/ART/_PROOFS2/SAP PROOFS/23187404.40
		EM PART NO.: _____
		CUST. PART NO.: _____
<b>PRODUCT TYPE:</b> <input type="checkbox"/> LABEL <input type="checkbox"/> SIGN <input checked="" type="checkbox"/> TAG <input type="checkbox"/> OTHER <b>MATERIAL:</b> <u>10 MIL POLYESTER</u> <b>LAMINATE:</b> <u>1 MIL POLYESTER SELF LAM FLAP</u> <b>ADHESIVE:</b> _____ <b>COLOR:</b> <u>RED AND WHITE FRONT &amp; BACK</u>  <b>DATE:</b> <u>7/10/13</u> <b>REVISION:</b> <u>1-11/7/13</u> <b>ARTIST:</b> <u>DR</u> <b>PROOF:</b> <u>23187404.40</u> <b>CUSTOMER:</b> <u>LIBERTY UTILITIES</u>		
<b>SELF LAMINATING FLAP</b> <input checked="" type="checkbox"/> 1 SIDE <input type="checkbox"/> 2 SIDE <b>CORNER TYPE</b> <input checked="" type="checkbox"/> ROUND <input type="checkbox"/> SQUARE <input type="checkbox"/> CROPPED <input type="checkbox"/> VARIABLE LEGEND <input checked="" type="checkbox"/> 2 SIDED <input type="checkbox"/> SLIT LINER <input checked="" type="checkbox"/> HOLES <input type="checkbox"/> SLOTS  * <b>UNLESS NOTED OTHERWISE, ELECTROMARK WILL DETERMINE THE PANTONE COLORS FOR THIS ITEM</b>		
<i>This product is manufactured to meet current regulations for its presumed application. In the event you have requested deviation(s) from applicable regulations related to its presumed application you assume all liability associated with the requested deviations.</i>		<i>*DRAWING MAY NOT BE TO SCALE</i>

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### 6.5.10 Customer Tag Sample

<b>Electromark</b> 6188 W. PORT BAY ROAD WOLCOTT, NY 14590 PH# 800-295-8247 <a href="http://WWW.ELECTROMARK.COM">WWW.ELECTROMARK.COM</a>		FILE:PUBLIC/ART/_PROOFS2/SAP PROOFS/23187404.50 EM PART NO.: _____ CUST. PART NO.: _____	
		<p style="text-align: center;">2.625"</p> <p style="text-align: center;">0.656"</p> <p style="text-align: center;">9.00"</p> <p style="text-align: center;"># BLACK SIDE</p> <p style="text-align: center;"># BLACK SIDE</p>	
<b>DIE EB-364</b>			

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## 6.5.11 Ground Device Identification Ticket Sample

<b>Electromark</b> 6188 W. PORT BAY ROAD WOLCOTT, NY 14590 PH# 800-295-8247 <a href="http://WWW.ELECTROMARK.COM">WWW.ELECTROMARK.COM</a>		FILE:PUBLIC/ART/_PROOFS2/SAP PROOFS/23187404 60
		EM PART NO.: _____ CUST. PART NO.: _____
<b>NOTE: 16" WEATHER-PROOF STRING INCLUDED WITH THIS ORDER</b>		
<b>DIE EB-365</b>		
<b>PRODUCT TYPE:</b> <input type="checkbox"/> LABEL <input type="checkbox"/> SIGN <input checked="" type="checkbox"/> TAG <input type="checkbox"/> OTHER		
<b>MATERIAL:</b> <u>10 MIL POLYESTER</u>		
<b>LAMINATE:</b> <u>1 MIL POLYESTER SELF LAM FLAP</u>		
<b>ADHESIVE:</b> _____		
<b>COLOR:</b> <u>ORANGE, BLACK, FRONT &amp; BACK</u>		
<b>DATE:</b> <u>7/10/13</u> <b>REVISION:</b> <u>1-11/7/13</u>		
<b>ARTIST:</b> <u>DR</u> <b>PROOF:</b> <u>23187404 60</u>		
<b>CUSTOMER:</b> <u>LIBERTY UTILITIES</u>		
<i>This product is manufactured to meet current regulations for its presumed application. In the event you have requested deviation(s) from applicable regulations related to its presumed application you assume all liability associated with the requested deviations.</i>		<input checked="" type="checkbox"/> STRING LOOPED OPEN END <input type="checkbox"/> STRING CLOSED KNOTTED END <input type="checkbox"/> GROMMET/EYELET <input type="checkbox"/> WIRE <input type="checkbox"/> TIE WRAP <input checked="" type="checkbox"/> NO ATTACHMENTS <input type="checkbox"/> PERFORATION <input checked="" type="checkbox"/> SEQUENTIAL NUMBERED
* UNLESS NOTED OTHERWISE, ELECTROMARK WILL DETERMINE THE PANTONE COLORS FOR THIS ITEM		
<small><i>This product is manufactured to meet current regulations for its presumed application. In the event you have requested deviation(s) from applicable regulations related to its presumed application you assume all liability associated with the requested deviations.</i></small>		<small><i>*DRAWING MAY NOT BE TO SCALE</i></small>

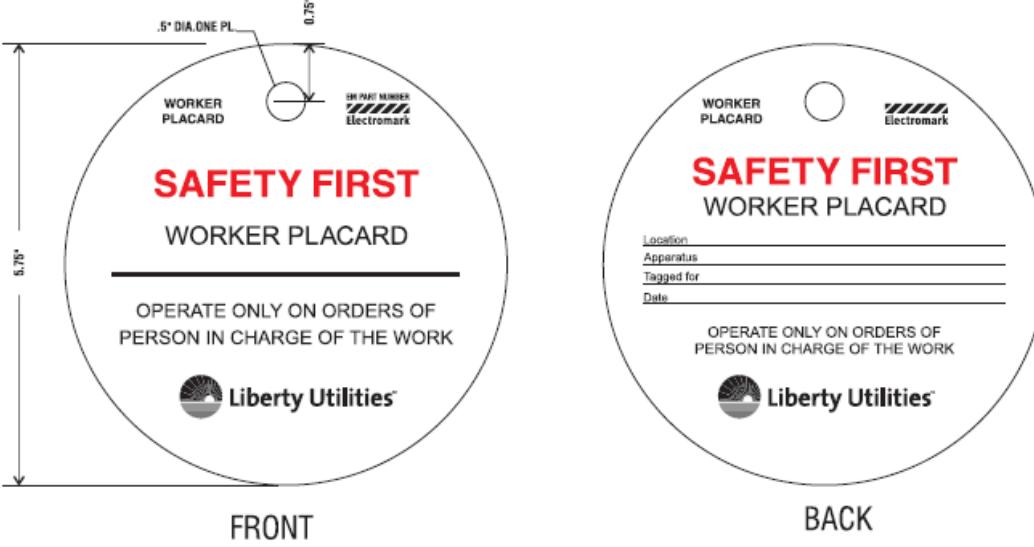
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### 6.5.12 Worker Placard Sample

<b>Electromark</b> 6188 W. PORT BAY ROAD WOLCOTT, NY 14590 PH# 800-295-8247 <a href="http://WWW.ELECTROMARK.COM">WWW.ELECTROMARK.COM</a>		FILE:PUBLIC/ART/_PROOFS2/SAP PROOFS/23187404 70
EM PART NO.: _____		CUST. PART NO.: _____
 <p><b>FRONT</b></p> <p><b>BACK</b></p>		
<b>PRODUCT TYPE:</b> <input type="checkbox"/> LABEL <input type="checkbox"/> SIGN <input checked="" type="checkbox"/> TAG <input type="checkbox"/> OTHER <b>MATERIAL:</b> <u>10 MIL POLYESTER</u> <b>LAMINATE:</b> _____ <b>ADHESIVE:</b> _____ <b>COLOR:</b> <u>RED, BLACK &amp; WHITE, FRONT &amp; BACK</u> <b>DATE:</b> <u>7/10/13</u> <b>REVISION:</b> <u>1-11/7/13</u> <b>ARTIST:</b> <u>DB</u> <b>PROOF:</b> <u>23187404 70</u> <b>CUSTOMER:</b> <u>LIBERTY UTILITIES</u>		
<b>SELF LAMINATING FLAP</b> <input type="checkbox"/> 1 SIDE <input type="checkbox"/> 2 SIDE <b>CORNER TYPE</b> <input type="checkbox"/> ROUND <input type="checkbox"/> SQUARE <input type="checkbox"/> CROPPED <input type="checkbox"/> VARIABLE LEGEND <input type="checkbox"/> 2 SIDED <input type="checkbox"/> SLIT LINER <input checked="" type="checkbox"/> HOLES <input type="checkbox"/> SLOTS  <b>* UNLESS NOTED OTHERWISE, ELECTROMARK WILL DETERMINE THE PANTONE COLORS FOR THIS ITEM</b>		
<i>This product is manufactured to meet current regulations for its presumed application. In the event you have requested deviation(s) from applicable regulations related to its presumed application you assume all liability associated with the requested deviations.</i>		<i>* DRAWING MAY NOT BE TO SCALE</i>

*This product is manufactured to meet current regulations for its presumed application. In the event you have requested deviation(s) from applicable regulations related to its presumed application you assume all liability associated with the requested deviations.*

**\*DRAWING MAY  
NOT BE TO SCALE**

FOR THE LATEST AUTHO

**REFER TO THE APPROPRIATE**

ENT WEBSITE.

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Date	Rev #	Description	Lead/Author
04/01/2015	1.0	Initial Version of Liberty Utilities document. Updated from National Grid document to be NH Specific.	Robert J Johnson

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