

TEMPORARY CHANGE REQUEST **TCR NO.ENG-022,R1-002**

(e.g., TCR-ENG-021-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Ray Camp

Department Name: AC Power **Phone Ext:** 3161

Document Number: TCR-ENG-022, **Revision No.:** 1

Document Title: "Scheduled Site Power Outage Notification"

Reason for change:

Posting of notification letters on access doors no longer necessary.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

- Remove Step 3 in Section B
- Renumber Steps 4 through 12 as 3 through 11

1. Does this TCR significantly alter the intent or scope of the document? **YES:**___ **NO:**X

2. Does this TCR significantly impact **ES&H**? **YES:**___ **NO:**X

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

Al VonHalle

Department/Division Head Approval

4/9/14

Date

John DeLooper

Associate Director, Best Practices and External Affairs

4/10/14

Date

Release/Effective date of this TCR: 4/10/14

Incorporate this TCR into next revision of this document? **Yes**X **No**_

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE		No. ENG-022 Rev 1 page 1 of 3
		Subject: Scheduled Site Power Outage Notification	Effective Date: March 2, 1999	Initiated by: Associate Director, Engineering and Infrastructure
		Supersedes: Revision 0, dated February 14, 1992	Approved: Director	

TCR-ENG-022, R1-002

Applicability

This procedure applies to PPPL Sites C, D and the Canal Pump House, which use alternating current (AC) voltage for power.

Introduction

This procedure provides the guidelines for notification and acknowledgement (of major power users) for a scheduled AC power outage affecting the PPPL Site(s) and/or Main Campus Sites, as listed. It is not intended to address power outage(s) implemented by "others"; i. e., Projects, Maintenance & Operations, etc.

This procedure is divided into two sections: Section A describes the process for a localized low voltage (480 volts and below) power outage; Section B describes the process for a more extensive medium and/or high voltage (4160 volts and above) power outage.

The AC Power Section, of the Electrical Engineering Division, calls upon, negotiates with, and obtains approval from the Sites major AC power users to arrange a scheduled power outage.

Reference Documents

None

Definitions

None

Procedure

A. Low Voltage Power Outage (480 Volts and Below; Applicable to PPPL Sites C, D, and Canal Pump House Only)

Responsibility

Action

- | | |
|--|--|
| EE Division, AC Power
Section Head
(or Designee) | 1. Informs, verbally, major power users that an AC power outage is required for their area.

2. Obtains verbal approval from major power users for scheduled AC power outage.

3. Conducts scheduled power outage, performs work, and restores AC power. |
|--|--|

Procedure (Cont'd)

- | | |
|--|---|
| EE Division, AC Power
Section Head
(or Designee) | 4. Contacts major power users and informs that AC power has been restored to normal operating status. |
|--|---|

B. Medium and/or High Voltage Power Outage (4160 Volts and Above)

Responsibility

Action

- | | |
|--|---|
| AC Power Section
Head (or Designee) | 1. Obtains verbal approval from major power users for scheduled AC power outage.

2. Issues letter of notification (Attachment 1) three to four weeks prior to the scheduled power outage, to Laboratory personnel, Cognizant Users and Main Campus, on a need to know basis.

3. Requests and obtains signed-off Scheduled Power Outage Notification Sign-off Form (Attachment 2) acknowledging the power outage readiness by users. This acknowledgement is to be obtained from NSTX Operations (D-Site only), Plasma Science and Technology Department Head, Maintenance & Operations, Computer Engineering, Site Protection Division Heads, 24 to 48 hours prior to the power outage. |
| NSTX, Physics,
Maintenance &
Operations, Computer
Engineering, Site
Protection Heads
(or Designees) | 4. Acknowledge the notification and readiness for scheduled AC power outage by signing the hand carried Scheduled Power Outage Notification Sign-off Form (Attachment 2). |

- | | |
|--|---|
| AC Power Section
Head (or Designee) | 5. Files the signed Scheduled Power Outage Notification Sign-off Form. |
| | 6. Notifies AC Power Section Outage Coordinator to contact Security and request a public address announcement immediately prior to outage commencement. |
| AC Power Section
Outage Coordinator | 7. Contacts Security and requests a public address announcement be made five to ten minutes prior to the start of the scheduled power outage. |
| Security | 8. Announces over the public address system that the scheduled AC power outage is to start in five to ten minutes. |
| AC Power Section | 9. Completes necessary work, and then restores AC power to normal operating status. |
| | 10. Contacts Security and requests that a public address announcement be made notifying users of AC power restoration. |
| Security | 11. Announces over the public address system that AC power has been restored to normal operating status. |

Attachments

1. Example of a scheduled AC Power Outage Notification Letter.
2. Example of the Scheduled Power Outage Notification Sign-off Form.

Date: Thu, 20 Nov 1997 12:45:22 -0500 (EST)
Reply-To: rcamp@pppl.gov
Originator: pppl@pppl.gov
Sender: pppl@pppl.gov
Precedence: bulk
From: rcamp@pppl.gov (Ray Camp)
To: Multiple recipients of list <pppl@pppl.gov>
Subject: Partial Power Outage at C-Site
X-Comment: PPPL Personnel E-Mail List
Mime-Version: 1.0

On Saturday, 6 December, 1997, from 0600 hrs to approximately 2000 hours, selected power at C-site will be shutoff to perform electrical preventive maintenance at selected locations around the C-Site area.

The following Buildings and areas will be without power:

- F&EM Building (including the boiler room)
- TFTR Pumphouse
- Elevated Tower pumps
- Q10/Q11 switchgear, TFTR 5KV MCCs (MCC 1&2 and Cryo)

The D-site 2600KW Standby Diesel Generator will not be available for emergency power auto start during this outage. Personnel will be onsite to manually start it within one hour, should that be necessary.

Security will be notified and a "PA" system announcement will be made prior to power shutoff.

If you have questions concerning the outage, contact A. Wise by email or x2337.

Those who wish to be notified when normal power is restored, should send a memo or email with contact name(s) and phone number(s) or email address(s) to R. Camp, Engineering Wing, Rm 136 (rcamp@pppl.gov).

Date: Thu, 20 Nov 1997 12:45:22 -0500 (EST)
Reply-To: rcamp@pppl.gov
Originator: pppl@pppl.gov
Sender: pppl@pppl.gov
Precedence: bulk
From: rcamp@pppl.gov (Ray Camp)
To: Multiple recipients of list <pppl@pppl.gov>
Subject: Partial Power Outage at C-Site
X-Comment: PPPL Personnel E-Mail List
Mime-Version: 1.0

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**Example of the Scheduled Power Outage Notification
Sign-off Form****Attachment 2****TCR-ENG-022, R1-002**
ACPSF-1

Scheduled Power Outage Notification Signoff
For
Notification Letter, dated _____

By this signoff, I acknowledge that the scheduled power outage is to occur on the day(s)/date/time(s) shown on the attached notification letter, will affect the areas identified and that I have taken the required/prudent action to accommodate this power outage in my area of responsibility.

NSTX Project Head (or Designee)

Plasma Science and Technology Department Head (or Designee)

Maintenance & Operations Division Head (or Designee)

Computer Engineering Division Head (or Designee)

Site Protection Division Head (or Designee)