

12.47 SYSTEM OPERATIONS MANUAL BINDER DOCUMENT CONTROL ADMINISTRATIVE PROCEDURE

APPLICATION

This procedure provides a document control reference for the 12.47 kV System Operations Manual. The 12.47 kV Electrical Power System Operations Manual binder contains a set of the documents needed for operation and maintenance of this system.

This procedure applies to the qualified Facilities Electricians responsible for performing work on the 12.47 kV Electrical Power System.

SPECIAL INSTRUCTIONS

This procedure references the binders titled 12.47 kV System Operations Manual. Validation and verification of this administrative procedure constitutes approval of the procedures listed herein and in the table of contents of 12.47 kV System Operations Manual for use in operating and maintaining the 12.47 kV system.

12.47 kV SYSTEM OPERATIONS: PROCEDURE LIST

Standard Operations:

- OPER-253 12.47 kV System: Overview and General Operations
- OPER-254 12.47 kV System: Clearance of Lines and Equipment
- OPER-255 12.47 kV System: Testing and Sectionalizing of Equipment and Circuits
- OPER-257 12.47 kV System: Switching Coordination with UCB
- OPER-258 12.47 kV System: Switching Station Entry, Inspection and Operation
- ADMN-060 12.47 kV System: Power Shutdown Checklist.

Emergency Response:

- EMRG-045 General LBNL Power Failure Response
- EMRG-048 Power Outage Response
- EMRG-068 Emergency Responses at Grizzly Substation
- EMRG-069 ALS Switching Station Emergency Response
- EMRG-070 OLS Switching Station Emergency Response
- EMRG-071 East Canyon Switching Station Emergency Response
- EMRG-078 Blackberry Canyon Switching Station Emergency Response.

Reference Material:

- INFO-048 12.47 kV System: Protective Relay Description
- INFO-049 12.47 kV System: Chronological Logs and Records
- INFO-051 12.47 kV System: Reference Drawings
- INFO-052 12.47 kV System: Circuit Disconnect Locations
- INFO-054 Electric Shop Emergency Phone List
- INFO-055 12.47 kV System: Switching Announcements
- INFO-056 Sample of Blank Switching Tag
- INFO-057 Procedures for the 12.47 kV Power System Index List.

COPY

BINDER LOCATIONS FOR 12.47KV SYSTEM OPERATIONS MANUAL

The Plant OPS Utilities Manager shall be responsible for updating binders in all the substations and providing required copies at locations listed below.

BINDER No.	LOCATION	ASSIGNED TO
1	Plant Operations	Preventive Maintenance Work Center
2	Plant Operations	Scheduled Work Center
3	Plant Operations	Service & Emergency Response Work Center
4	Plant Operations	Utility Work Center
5	Plant Operations Electric Shop	Elect. Shop Supervisor
6	Planning, Design and Construction	Chief Elect. Engineer
7	Grizzly Substation for SW-A1 and SW-A2	Elect. Shop Supervisor
8	ALS Substation SW-A3	Elect. Shop Supervisor
9	OLS Substation SW-A4	Elect. Shop Supervisor
10	East Canyon Substation SW-A5	Elect. Shop Supervisor
11	BBC Substation SW-A6	Elect. Shop Supervisor
12	Grizzly Substation HV1	Elect. Shop Supervisor

RESPONSIBILITIES AND CONTROLS

Completion of the following signature lines constitutes approval of this procedure:

REV NO.	SME	REVIEWED BY	APPROVED BY / DATE	REVISION DATE
3	<i>James Murphy</i> Elec Shop Supv	<i>Lawrence D Domansky</i> Chief Elec Eng	<i>Dennis Nielsen</i> , 5/30/07 Plant Ops Mgr	4/17/07
	<i>James Murphy</i> (Print Name)	<i>LAWRENCE D DOMANSKY</i> (Print Name)	<i>DENNIS NIELSEN</i> (Print Name)	ADMN-056