

2021-2022
Infrared Patrol Program
Priority 1 Reporting

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1.0 INTRODUCTION

This procedure is to be used in conjunction with the 2021-2022 OH IR Program scope of work. The purpose is to provide expectations and requirements related to reporting Priority 1 Conditions found by Contractors performing work in the field.

2.0 DEFINITIONS

In addition to the definitions in the Master Service Agreement (MSA) and Statement of Work, when used in this Job Aid, the following terms shall have the definition below:

- **P1 Condition:** refers to Priority 1 Conditions that present an immediate hazard to the public and/or electrical system. P1 Conditions require Immediate Action to address high risk safety or reliability issues and should be reported to the IR Program per the Priority 1 Reporting guidelines in the SOW immediately.

3.0 PRIORITY 1 CONDITIONS

A. PRIORITY CONDITIONS

A.A.1. Priority 1 Conditions include the following:

Hot Spot - Priority 1 Conditions

IR Program Finding Matrix		
Finding Category	Level	Component/Equipment Temperature Differential (ΔT)*
Category 1	All	ΔT is $\geq 100^{\circ}\text{F}$

EMERGENT - Priority 1 Conditions

<u>Component</u>	<u>Condition</u>	<u>Component</u>	<u>Condition</u>
Pole	Unstable structure due to damage caused by splits, decay, hole or boring, exterior mechanical damage, or foot setting depth no longer supports the pole; failure is imminent	Down Guys	Guys broken/missing/worn out, pole leaning, public hazard
Pole	Pole leaning; public hazard	Down Guys	Anchor rods broken/missing/worn out, pole leaning, public hazard
OH Transformer	Excessive oil leakage, oil reaches ground or public access or environmentally sensitive area	Risers/Conduits	Primary/secondary riser and cable damage in the public level
OH Capacitor	Ruptured or severely bulged capacitor units	Terminations	Pothead sparking, arcing, or noisy during normal 'dry' weather conditions
OH Capacitor	Capacitor units leaking, oil reaches ground or public access or environmentally sensitive area	Primary Conductors	Extreme safety hazard to the public such as reachable, wire down or contact with other conductors or where contact is imminent
OH Capacitor	Catastrophic or severely damaged capacitor switches, safety or reliability issue	Primary Conductors	Metal debris in conductors
Crossarm	Complete fracture or partial fracture causing significant deflection	Primary Conductors	Vegetation arcing or in contact
Crossarm	Canting, through bolt pulled out	Secondary Conductors	Extreme safety hazard to the public such as reachable, wire down, bare wires touching anything, wires touching each other at bare spots
Crossarm	Crossarm tracking — cross section missing >50%	Insulator	Primary insulator above 750 volts missing
		Insulator	Primary insulator above 750 volts broken/worn out

A.A.2. Contractor is responsible to report all P1 Conditions found in the process of performing Work immediately to the SCE Representative as outlined below.

- A. **Hot Spot Condition Priority 1's** will be reported to the OH IR Program beginning with Normal SCE Work Hours reporting guideline below. If outside this guideline, refer to After Hours, Weekends and SCE Holidays procedure below and report directly to DOC.
- B. **Emergent Condition Priority 1's** will be reported to the Region DOC as per After Hours, Weekends and SCE Holidays procedure below. Contractor shall also notify IR Program immediately after following reporting procedures to DOC.

A.A.3. Contractor will remain at the location at a safe distance and secure area until directed by a SCE Representative to ensure safety to the public if condition presents immediate risk to public or environment.

A.A.4. Contractor will email all Priority 1 conditions on the IR Priority 1 Reporting Form to the OH IR Program for both Hot Spot and Emergent Priority 1 Conditions

- A.A.5. Contractor will provide the following photos of all Priority 1 conditions found in a single Adobe .pdf format and include with emailed report. The .pdf file name should be the Pole Number it was collected under (e.g. – 123456E.pdf)
- A. Photo #1 – Pole Number Tag (recommended)
 - B. Photo #2 – Full Pole Photo (required)
 - C. Photo #3 – Thermal Image Condition (as needed for Hot Spots)
 - D. Photo #4 – Emergent Condition Close-up (as needed)

NORMAL SCE WORK HOURS

1. Contractor will immediately call and speak to the SCE Representative and provide the information as required on the Priority 1 reporting form (Pictures are required). If unable to speak with the SCE Representative, immediately call the next SCE Designate in line (see OH IR-Priority 1 Condition Reporting Form for SCE contacts).
2. If the Contractor is unable to speak to any of the above SCE Representatives, then they will follow the process for AFTER HOURS, WEEKENDS and SCE HOLIDAYS.
3. The above phone call should be immediately accompanied by an email with the approved Priority 1 report being provided with appropriate details. The email will be directed to the SCE Representative and the next SCE Designate in line with associated photos.

Normal SCE Work Hours – Monday to Friday, 7:00am to 3:30pm

AFTER HOURS, WEEKENDS AND SCE HOLIDAYS

1. The Contractor will immediately call **Region DOC** and speak to an SCE Operator.
2. The Contractor will identify themselves and their company to the operator.
3. Contractor will provide Distribution District Number (Plant Section Number) and explain that a pole was discovered requiring immediate attention as a P1 for either a hot spot or emergent condition.
4. Contractor will provide to the SCE District Operator the pole number, GPS coordinates, street address with nearest cross street and nearest transformer pole number.
5. Contractor will call and leave a message for the SCE Representative and next SCE Designate in line describing their actions for follow-up during normal business hours. Provide P1 report as would normally be provided via email.
 **If the condition requires standby for protecting the area to imminent harm to public, property or environment, Contractor shall make LIVE contact via phone, text or other communication methods. Contractor is required to standby until relieved or directed by SCE Representative.
6. Contractor will record the name of the SCE Operator, Ticket #, time and date of call.
7. Contractor is required to email OH IR Program the Priority 1 Condition Report immediately with associated photos

After Hours – Monday to Thursday, 3:31pm to 6:59am

Weekends – Friday, 3:31pm thru Monday, 6:59am

SCE Holidays

New Year’s Day – January 1	Martin Luther King, Jr. Day – Third Monday in January
President’s Day – Third Monday in February	Independence Day – July 4
Memorial Day – Last Monday in May	Thanksgiving – Last Thursday and Friday in November
Labor Day – First Monday in September	Christmas Day – December 25
Veteran’s Day – Second Monday in November	

- o In the event a holiday lands on a Saturday, the holiday will be observed on the previous Friday.
- o In the event a holiday lands on a Sunday, the holiday will be observed on the following Monday.

4.0 SPECIFICATIONS / FORMS

The following Specifications, Job Aids and documents will be utilized in the execution of completing Work under the OH IR Program contract terms. SCE reserves the right to add, alter or remove any of these documents at any time.

A. OH IR Program Priority 1 Condition Reporting Form



OH IR Priority 1 Reporting Form

Inspection Date: _____ Vendor: _____ Circuit: _____ District: _____ Pole Number: _____ Map Number: _____ Street: _____ City: _____ Access: _____ Latitude: _____ Longitude: _____ P1 Condition Found: _____ Remarks: _____ _____ _____	DOC Called: _____ Date Called: _____ Operator Name: _____ Sequence/Trouble Ticket #: _____ Time Called: _____ Inspector Initials: _____ Inspector Phone #: _____ Reference Temp / Hot Spot Temp: XXX / XXX °F ΔT: XXX °F
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For SCE Use Only

SCE Reviewed By: _____ Comments: _____ _____ _____	E1 Notification in SAP: _____ Priority: _____ Created By: _____ Start Date: _____ End Date: LEAVE BLANK
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Instructions for the Priority 1 Condition Form

Inspection Date: Date of Inspection

Vendor: Name of Contractor

Circuit: Circuit Name

District: District Name

Pole Number: Pole number from Source Data

Map Number: FIM # where pole is found

Street: Address or location of pole

City: City location of pole

Access: Roadside, Backyard, Alley or Off Road

Latitude: GPS Coordinate Latitude

Longitude: GPS Coordinate Longitude

P1 Condition Found: Provide the equipment component that has failed or is close to failure

Remarks: Provide any additional details pertinent

BGL RSM: Remaining Strength at Below Groundline

DOC Called: Regional DOC Name

Date Called: Date call was made to DOC

Operator Name: Name of Operator spoken to

Sequence/Trouble Ticket #: Order# from DOC

Date Called: Date DOC called

Time Called: Time DOC called

Reference Temp / Hot Spot Temp: Provide reference component Temp / Provide Hot Spot Temp

ΔT: Differential between Reference and Hot Spot

For SCE Use Only

SCE Reviewed By: Employee Name

Comments: Free text

E1 Notification in SAP: Notification Number

Priority: Rating level

Created By: Notification initiator

Start Date: E1 Start Date

End Date: LEAVE BLANK / NA

NORMAL SCE WORK HOURS

- The Contractor will immediately secure scene as needed for safety if immediate condition presents to public and/or environment. If secure proceed to next step.
- Contractor will immediately call and speak to the SCE Representative and provide the information as required on the Priority 1 reporting form. (Pictures are required) If unable to speak with the SCE Representative, immediately call the next SCE Designate in line.
 - 1st Contact: [REDACTED]
 - 2nd Contact: [REDACTED]
 - 3rd Contact: [REDACTED]
 - 4th Contact: [REDACTED]
- If the Contractor is unable to speak to any of the above SCE Representatives, then they will follow the process for AFTER HOURS, WEEKENDS and SCE HOLIDAYS.
- The above phone call should be immediately accompanied by an email with the approved Priority 1 report being provided with appropriate details. The email will be directed to the SCE Representative and the next SCE Designate in line with associated photos.
 Normal SCE Work Hours – Monday to Friday, 7:00am to 3:30pm

AFTER HOURS, WEEKENDS AND SCE HOLIDAYS

- The Contractor will immediately secure scene as needed for safety if immediate condition presents to public and/or environment. If secure proceed to next step.
- The Contractor will immediately call **Region DOC** and speak to an SCE Operator.
- The Contractor will identify themselves and their company to the operator.
- Contractor will provide Distribution District Number (Plant Section Number) and explain that a Priority 1 Condition was discovered requiring immediate attention.
- Contractor will provide to the SCE District Operator the pole number, GPS coordinates, street address with nearest cross street and nearest transformer pole number might be requested.
- Contractor will record the name of the SCE Operator, Ticket #, time and date of call.
- Contractor will remain on scene at condition if unsafe for the public until relieved by SCE personnel. If secure then Contractor can proceed to work.
- Contractor will call and/or leave a message for the SCE Representative immediately when found and provide P1 report via email.
- Contractor is required to email OH IR Program the Priority 1 Condition Report immediately with associated photos

SCE Holidays

New Year's Day – January 1	Martin Luther King, Jr. Day – Third Monday in January
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B. After Hours DOC Contact List

DOC Info	Western	Eastern	Southern	Northern
Outside Line	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Districts Served	32 - Compton 42 - Santa Monica 44 - South Bay 46 - Long Beach 47 - Whittier	22 - Montebello 26 - Covina 27 - Monrovia 30 - Foothill 31 - Redlands 34 - Ontario 40 - Arrowhead 79 - Palm Springs 84 - 29 Palms 87 - Blythe	29 - Santa Ana 33 - Huntington Beach 43 - Saddleback 48 - Fullerton 61 - Catalina 77 - San Jacinto 88 - Menifee	35 - 1000 Oaks 36 - Antelope 39 - Ventura 49 - Santa Barbara 50 - Big Creek 51 - San Joaquin 52 - Tehachapi 53 - Kernville 59 - Valencia 72 - Barstow 73 - Victorville 85 - Bishop 86 - Ridgecrest
Hours	Mon-Fri: 6:30am - 2:30pm Southern DOC picks up Western at 2:30pm	Mon-Sun: Open 24 hours, 7 days a week Mon-Fri, from 2:30pm - Covers Northern Covers all Districts 11pm- 6:30am and all day Saturday and Sunday	Mon-Fri: 6:30am - 11:00pm	Mon-Fri: 6:30am - 2:30pm At 2:30pm, Eastern picks up Northern