

ATC - Outage Request Form Instructions v1.4

NOTE: When you first open this form you may get a security warning indicating that some active content has been disabled. You will need to Enable Content in order for you to use the check boxes on this form.

1. **Request Date:** Date you are submitting the outage request.
2. **Type of Outage Requested:** Check ONE that applies.
 - Hold Off:** Request to perform specific work on de-energized equipment or systems using requested clearance points.
 - Hot Line Energized:** Confirmation that energized/de-energized equipment included in the outage will not be energized without first contacting each person to whom such clearance has been issued. Work on equipment protected by hot-line clearance must be performed utilizing hot line work practices.
 - Hot Line De-energized:** Request for element to be de-energized but work on equipment must be performed utilizing hot line work practices.
 - Move/Remove Grounds:** Exclusively a We Energies procedure as relates to the management of System Grounds.
3. **Element Needed Out of Service:** Line ID, Bus ID, Transformer ID, etc.
4. **Substation(s):** Include names of all substations that will be affected by this outage.
5. **Work Start Date:** Date that the work will start on.
6. **Work End Date:** Date that work will be completed on.
7. **Work Start Time:** Time which work will be starting at.
8. **Work End Time:** Time which work will be ending at.
9. **Requestor & Phone Number:** Person submitting the outage request to the outage coordinator and phone numbers including cell, if applicable.
10. **Responsible Person & Phone Number:** Responsible Person's name and phone numbers including cell, if applicable. The Responsible Person is the individual accountable for the pre-coordination of the project and has overall responsibility for the project. Specifically, this involves working with the appropriate ATC SOC and crews to schedule the project. Examples of a person in charge may include, but not limited to, project managers, construction coordinators, line workers, substation electricians, commissioning personnel, and system protection personnel.
11. **Clearance Holder & Phone Number:** Person that will be requesting the hold/caution/warning cards for the work to be done and phone numbers including cell, if applicable. The clearance holder is a qualified individual authorized to work or to supervise the work specified. The Clearance Holder's name will be placed on the ATC Clearance Record at the appropriate ATC control center. Examples of a clearance holder(s) can include, but not limited to, construction coordinators, system control operators, line workers, substation electricians, commissioning personnel, contractors, and system protection personnel.
12. **Work To Be Done:** Description of work that will be performed during the duration of this outage.

13. **Commissioning Needed:** Check YES if commissioning steps/tests are required before returning to service or check NO if no commissioning steps/tests are needed for the work to be done.
14. **Requested Clearance Points:** ALL work zone isolation points – i.e., disconnect switches, capacitance coupled voltage transformers (CCVTs), potential transformers (PTs), circuit switches, etc., that could be a possible source of energization to the work zone.
15. **Grounding Requirements:** Related to the “MOVE/REMOVE GROUNDS” outage type which provides instructions for the We Energies switch person. Others may add comments here if there are special grounding requirements that System Operations should be aware.
16. **ALT Work Request # and Project ID #:** Alliant Energy (ALT) accounting numbers that the switchman should charge their switching time to for the outage needed.
17. **MGE Switching I/O # and Account #:** Madison Gas and Electric (MGE) accounting numbers that the switchman should charge their switching time to for the outage needed. MGE does not use an I/O # at this time. I/O # is Internal Order #.
18. **WPS Switching I/O # and Account #:** Wisconsin Public Service (WPS) accounting numbers that the switchman should charge their switching time to for the outage needed. I/O # is Internal Order #.
19. **WE Switching I/O # and Account #:** WE Energies (WE) accounting numbers that the switchman should charge their switching time to for the outage needed. WE Energies Switching I/O # starts with T0 – then 9 digits. WE Energies Account # is typically the work order #. I/O # is Internal Order #.
20. **Additional Info:** Use for any other pertinent info that needs to be relayed along with the outage request.
21. Send completed Outage Request Form to the email distribution list: atcoutages@atcllc.com