

# TEP Power Kill Request

Version: 1  
Approved: May, 2023  
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Policy Number: SOP-SD-002  
File Name: SOP-SD-002 TEP  
Powerkill Request\_v1.2 SEP2023

## 1. Purpose

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The purpose of this document is to give an outline of the power kill request process and identify special circumstances that require special attention. Authority Having Jurisdiction (AHJ) specific details will be referenced in separate documents. Utility information will be specific to Tucson Electric Power (TEP).

## 2. Responsibilities

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TEP Power Kill Request relevant roles and primary responsibilities.

- Service Coordinator (SC)
  - Initiates, schedules, and executes TEP power kill requests.
  - Obtaining approval of work from AHJ
  - Completing re-energizing requirements of AHJ

### 3. Procedure and Work Instructions

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Throughout the power kill request process, there will be steps that occur between the AHJ and the utility in tandem. Be mindful of their mutual requirements as that can either delay or accelerate the process.

1. SC prepares and submits proposed work to AHJ for a permit.
  - a. AHJ review and approval process.
    - i. AHJ typically requires.
      1. Description and illustration on plan set of proposed work.
      2. Marked up plan set.
      3. Narrative description of proposed work that needs approval.
  - b. AHJ approves the proposal. [See guiding principles on approval conditionals.](#)
2. Pay AHJ fees to receive the approved permit.
  - a. **Note:** A stamped and approved permit received upon payment is the key item for beginning a TEP power kill request.
3. SC prepares and submits power kill request to utility.
  - a. TEP requires AHJ approved permit.
4. Utility response
  - a. Approved - Utility provides a TEP work order number.
    - i. SC begins scheduling.
  - b. Rejected - Utility provides comments.
    - i. SC addresses utility provided comments.
    - ii. SC resubmits power kill request.
5. Scheduling
  - a. SC schedules power kill with utility. [See alternative steps if scheduling for after-hours power kill.](#)
  - b. SC schedules Solar Gain personnel for power kill.
  - c. SC schedules clearance inspection with AHJ.
6. Solar Gain work is performed.
7. AHJ clearance inspection occurs.
  - a. A pass approves the utility to re-energize.
8. Utility re-energizes the site.

## 4. *Alternative steps*

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1. Scheduling power kill for after hours. Steps that must occur before power kill date.
  - a. AHJ
    - i. Submit request for AHJ approval for after-hours inspection.
      1. Receive AHJ approval for after-hours clearance inspection.
      2. The Chief Inspector approves and assigns an inspector from their team.
    - ii. Pay after hours clearance inspection fee (paid before inspection).
      1. **Note:** Additional billing might occur depending on the length and time of clearance inspection.
    - iii. Schedule after hours clearance inspection.
  - b. TEP
    - i. Complete and sign agreement to pay after hours fees form.
      1. Complete in tandem with scheduling procedure.
      2. TEP bills after the power kill for the time appropriated.

## 5. *Guiding Principles*

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1. Permit conditionals
  - a. Some conditions may apply to a permit that is approved. This means that the proposed work must adhere to the stated additional conditions. If the work follows these conditions, the permit continues to be effective and stays in place. If these additional conditions are not met, the permit is no longer considered approved and valid.
    - i. Clearance inspection is included with power kills and is in place so that the AHJ can sign off on re-energizing a site.
      1. Clearance inspections are ordered after the power kill is scheduled and are required to re-energize.
  - b. Payment for permits happens upon approval but before receipt of the permit. Conditionals do not affect the timing of payment and receipt.
2. Scheduling Guidelines
  - a. You can typically schedule 3-5 days before the desired date, but the more lead time the better.
  - b. For after hours, expect 2 weeks lead time to deal with the back and forth of scheduling.
  - c. AHJ after hours inspection will not be scheduled until the after-hours fee is paid.

## 6. Definitions and Acronyms

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### Definitions:

- **Utility:** A generic term for the Electrical service provider associated with the project
- **Authority having jurisdiction (AHJ):** the governing body responsible for the area in which proposed work is to be done. (IE City of Tucson, Pima county, etc...)
- **Plan set:** The drawings of the site and proposed work. This often includes a written description of the proposed work in addition to drawn diagrams.
- **Power kill:** The act of the utility turning off all power to a site. This takes place when work needs to be done with the electricity completely turned off to a site.
- **Clearance Inspection:** The AHJ inspection that takes place after the proposed work is done. AHJ matched our work with permit and okays the Utility to re-energize.
- **Re-energize:** The process of the utility turning the power back on after a power kill.
- **TEP work order number:** TEP provides a work order number when power kill is approved and is the indicator that it is in fact approved.
- **Chief Inspector:** The Chief Inspector is the head of the inspections department.

### Acronyms:

- **AHJ:** Authority having jurisdiction.
- **TEP:** Tucson Electric Power

## 7. Revision History

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1. Version 1:
  - a. Primary contributor: Bert Klunder | Service Coordinator
  - b. Writer: Rio Astiz
  - c. Approval Date: September 2023
  - d. Approved by: Andrew Wible
  - e. Changes
    - i. Finalized Document