

Notification Request

San Diego Gas & Electric Company (SDG&E) would like to thank you in advance for taking the time to provide us with information regarding your emergency/standby generator installation.

The information you provide us will serve two important functions:

- 1) To provide SDG&E with the generator installation notification required by the California State Health & Safety Code, and
- 2) To allow SDG&E's Electric Distribution Engineering personnel to check for apparent design attributes that could allow the generator to inadvertently connect with and back-feed the SDG&E electrical grid. *Such an occurrence, if not properly designed for, could create a serious safety hazard for utility and customer personnel, and may result in substantial damage to utility and customer equipment and facilities. This review is performed at no cost to the customer.*

Applicable Installations

If your installation meets the following criteria, please follow-up with the notification forms

- 1) Supply electrical power to emergency and standby loads only during utility power outages, and
- 2) Are permanently or temporarily connected to a customer's electrical system, which is normally supplied electricity by SDG&E, and
- 3) Are not intended to become electrically interconnected with the SDG&E electrical grid.

Non-Applicable Installations

If your installation meets the following criteria, you may not be obligated to fill out the attached forms and/or you may need a different application and forms:

- 1) Small, portable electrical generators that provide power to individual, isolated appliances or equipment via integrally-mounted receptacles.
- 2) Permanently installed generators dedicated to isolated loads, with no physical connections to the customer facility's electrical system or SDG&E's electrical grid.
- 3) Generators that can become interconnected to, and operate in parallel with, the SDG&E electrical grid, regardless of application. A fee is requested with the Electric Rule 21 application submission. For those installations, please refer to Electric Rule 21 information located on our SDG&E website at <https://www.sdge.com/generation-interconnections/electric-rule-21>.

Notification Process

- 1) Complete the attached notification form(s) and provide the requested documentation. Mail to:

Service Standards
San Diego Gas & Electric Company
8316 Century Park Court, CP52F
San Diego, CA 92123-1582

- 2) SDG&E will review the notification package and advise the submitter of any missing information or corrections required.
- 3) After SDG&E review, the submitter will be notified of any areas of concern discovered, and will receive instructions on how to request SDG&E inspection after project installation.

Customer's Responsibility

It is the customer's responsibility to install and operate their generating systems in accordance with all applicable laws, codes, and rules. Notification to SDG&E does not relieve the customer of obligations due, or exempt the customer from the requirements of, any other authorities having jurisdiction (Building Department, Air Pollution Control District, etc.). SDG&E's review of the supplied information is of a cursory nature and for specific purpose; SDG&E assumes no liability with the respect to the design, installation, operation, or use of customer- or third party-owned generation systems.

Again, thank you for your cooperation and if you have any questions or should require any additional information, please contact us at (858) 654-8212 or reach out to us via email us at servicestandards@semprautilities.com.

Sincerely,

Service Standards
Electric Distribution Engineering

Attachments

The following form needs to be completed and returned for all installations:

- **Emergency/Standby Generator Installation Notification Form** - *Please note that this form requires two additional pieces of documentation to be supplied. See form for details.*
- **Authorization To: Receive Customer Information Or Act On Customer's Behalf** - *Complete and return only if a third-party (someone other than the utility customer) will need to receive the customer's utility account information from SDG&E for use in connection with this generator installation.*
- **Emergency/Standby Generator Natural Gas Service Datasheet**
Complete and return only if the generator will be fueled with natural gas. This information will help SDG&E to determine if the existing gas service is adequate to support generator operation.

Resources

- **Sample Drawing For A Power Source Directory Plaque**
A power source directory plaque as required by Section 800 of the [SDG&E Service Standards & Guide](#). Fabricate and install plaque in accordance with directions prior to inspection by SDG&E's Electric Distribution Services personnel.

Links

- **SDG&E Service Standards & Guide, Section 800 - Customer Generation**
This section of the Service Standards describes installation requirements for backup generators and other types of customer generation facilities. This document should be reviewed prior to designing and installing a backup generator in SDG&E's service territory. A copy of Section 800 can be requested through SDG&E's Customer Service Center by calling 1-800-411-SDGE (7343) and is also available online at <http://regarchive.sdge.com/documents/builderservices/sg/800-INDEXModel.pdf>
- **Using Portable Generators Brochure** -
<http://www.sdge.com/sites/default/files/portablegenerators.pdf>

SDG&E Customer of Record Service Account Information

Where applicable, the requested information should be written exactly as it appears on your SDG&E bill.

<i>SDG&E Account Number</i>	<i>Electric Meter Number</i>	<i>Gas Meter Number</i>
<i>Customer Name</i>		
<i>Street Address</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Phone Number</i>	<i>Fax Number</i>	
<i>Email Address</i>		

Contractor Information

In order to proceed as the customer's representative, please have customer fill out & sign the attached Authorization To: Receive Customer Information or Act On A Customer's Behalf form and include as part of your submission packet.

<i>Contractor Name</i>	<i>Contractor Company Name</i>	
<i>Street Address</i>	<i>California Contractor's License #</i>	
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Phone Number</i>	<i>Fax Number</i>	
<i>Email Address</i>		

Emergency/Operational Contact Information

Who will be responsible for the on-going operation of the generator? This should be the person that we would contact in case of an emergency or other operational problem.

- Customer of Record*
- Contractor*
- Other, if other please fill out the following table with new contact information*

<i>Emergency/Operational Contact Name</i>	<i>Emergency/Operational Company Name</i>
<i>Phone</i>	<i>California Contractor's License #</i>

Transfer Switch

This is the device that is used to manually or automatically disconnect your electrical loads from utility power, and then re-connect them to your generator.

<i>Manufacturer</i>	<i>Model Number</i>
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Generator Information

The generator information requested in this section can usually be found on the generator's nameplate or spec' sheet. (Be aware that individual components of larger generators may have their own nameplates - the information requested here should be for the overall generator assembly.)

<i>Manufacturer</i>	<i>Model Number</i>	
<i>Fuel Type</i> <input type="checkbox"/> Diesel <input type="checkbox"/> Natural Gas* <input type="checkbox"/> Propane <input type="checkbox"/> Gasoline <input type="checkbox"/> Other _____		
<i>kW Rating</i>	<i>Output Voltage</i>	<i>Wiring Configuration</i> <input type="checkbox"/> Single-Phase <input type="checkbox"/> Three-Phase

**If fuel type is Natural Gas, please fill out the next two Sections, Generator Gas Service Requirements & Current Gas Load Requirements.*

ONLY FILL OUT THIS SECTION IF YOUR GENERATOR'S FUEL TYPE IS NATURAL GAS:

Generator Gas Service Requirements

If more than one generator is being installed, give the total for all generators.

<i>Generator Gas Delivery Pressure Required</i> Min: _____ in. w.c. Max: _____ in. w.c.	<i>Generator Gas Consumption @ Rated Load</i>
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Current Gas Load Requirements

For major gas-fired equipment that is fed from the same gas service as your new generator(s). SDG&E will use this information to verify that your current gas service capacity can support the addition of your new generator(s). Note: 1000 BTUH is approximately equivalent to 1 CFH.

Gas Equipment Type/Appliance	Gas Consumption (CFH)

Note: Standard natural gas delivery pressure is 7" water column (1/4 psig). Additional information and documentation will be needed if the required gas delivery pressure is greater than 7" w.c., or if the total service gas consumption exceeds 1000 CFH. Contact SDG&E for information regarding additional items required. SDG&E does not guarantee gas pressure.

Additional Documentation Needed

1. **A one-line diagram(s)**

The one-line diagram(s) will show, as a minimum, the electrical path from the generator and transfer switch back to the SDG&E meter which normally supplies power to the loads supported. The diagram should include all significant electrical components in the path, such as panel boards, transformers, and switchgear.

2. **A Sequence of Operation description for the transfer switch or equipment**

A description can be found in the operating manual provided by the switch's manufacturer. For non-standard or custom-built transfer systems or for systems utilizing controls to alter or otherwise influence the normal operation of off-the-shelf load transfer equipment, additional descriptive information specific to those systems will be needed.

Submitted By

Signature: _____ Date: _____

Print Name: _____

AUTHORIZATION TO: RECEIVE CUSTOMER INFORMATION OR ACT ON A CUSTOMER'S BEHALF



THIS IS A LEGALLY BINDING CONTRACT—READ IT CAREFULLY

(Please Print or Type)

I, _____ NAME TITLE (IF APPLICABLE)

of _____ (Customer) have the following mailing address

_____, and do hereby appoint

_____ of _____

to act as my agent and consultant (Agent) for the listed account(s) and in the categories indicated below:

ACCOUNTS INCLUDED IN THIS AUTHORIZATION:

1. _____ SERVICE ADDRESS CITY SERVICE ACCOUNT NUMBER
2. _____ SERVICE ADDRESS CITY SERVICE ACCOUNT NUMBER

(For more than two accounts, please list additional accounts on a separate sheet and attach it to this form)

INFORMATION, ACTS AND FUNCTIONS AUTHORIZED – This authorization provides authority to the Agent. The Agent must thereafter provide specific written instructions/requests (e-mail is acceptable) about the particular account(s) before any information is released or action is taken. In certain instances, the requested act or function may result in cost to you, the customer. Requests for information may be limited to the most recent 12 month period.

I (Customer) authorize my Agent to act on my behalf to perform the following specific acts and functions (initial all applicable boxes):

- 1. Request and receive billing records, billing history and all meter usage data used for bill calculation for all of my account(s), as specified herein, regarding utility services furnished by the Utility¹.
- 2. EPA Benchmarking (authorizes usage information to be uploaded to the EPA's ENERGY STAR **Portfolio Manager**®).
- 3. Request and receive copies of correspondence in connection with my account(s) concerning (initial all that apply):
 - a. Verification of rate, date of rate change, and related information;
 - b. Contracts and Service Agreements;
 - c. Previous or proposed issuance of adjustments/credits; or
 - d. Other previously issued or unresolved/disputed billing adjustments.
- 4. Request investigation of my utility bill(s).
- 5. Request special metering, and the right to access interval usage and other metering data on my account(s).
- 6. Request rate analysis.
- 7. Request rate changes.
- 8. Request and receive verification of balances on my account(s) and discontinuance notices.
- 9. Other acts and functions (please specify) _____

¹ The Utility will provide standard customer information without charge up to two times in a 12 month period per service account. After two requests in a year, I understand I may be responsible for charges that may be incurred to process this request.

AUTHORIZATION TO: RECEIVE CUSTOMER INFORMATION OR ACT ON A CUSTOMER'S BEHALF

I (CUSTOMER) AUTHORIZE THE RELEASE OF MY ACCOUNT INFORMATION AND AUTHORIZE MY AGENT TO ACT ON MY BEHALF ON THE FOLLOWING BASIS² (initial one box only):

- One time authorization only (limited to a one-time request for information and/or the acts and functions specified above at the time of receipt of this Authorization).
- One year authorization - Requests for information and/or for the acts and functions specified above will be accepted and processed each time requested within the twelve month period from the date of execution of this Authorization.
- Authorization is given for the period commencing with the date of execution until _____ (Limited in duration to three years from the date of execution.) Requests for information and/or for the acts and functions specified above will be accepted and processed each time requested within the authorization period specified herein.

RELEASE OF ACCOUNT INFORMATION:

The Utility will provide the information requested above, to the extent available, via any one of the following. My (Agent) preferred format is (check all that apply):

- Hard copy via US Mail (if applicable).
- Facsimile at this telephone number: _____
- Electronic format via electronic mail (if applicable) to this e-mail address: _____

I (Customer), _____ (print name of authorized signatory), declare under penalty of perjury under the laws of the State of California that I am authorized to execute this document on behalf of the Customer of Record listed at the top of this form and that I have authority to financially bind the Customer of Record. I further certify that my Agent has authority to act on my behalf and request the release of information for the accounts listed on this form and perform the specific acts and functions listed above. I understand the Utility reserves the right to verify any authorization request submitted before releasing information or taking any action on my behalf. I authorize the Utility to release the requested information on my account or facilities to the above Agent who is acting on my behalf regarding the matters listed above. I hereby release, hold harmless, and indemnify the Utility from any liability, claims, demands, causes of action, damages, or expenses resulting from: 1) any release of information to my Agent pursuant to this Authorization; 2) the unauthorized use of this information by my Agent; and 3) from any actions taken by my Agent pursuant to this Authorization, including rate changes. I understand that I may cancel this authorization at any time by submitting a written request. [This form must be signed by someone who has authority to financially bind the customer (for example, CFO of a company or City Manager of a municipality).]

_____ AUTHORIZED CUSTOMER SIGNATURE _____ TELEPHONE NUMBER _____

Executed this _____ day of _____ at _____
MONTH YEAR CITY AND STATE WHERE EXECUTED

I (Agent), hereby release, hold harmless, and indemnify the Utility from any liability, claims, demand, causes of action, damages, or expenses resulting from the use of customer information obtained pursuant to this authorization and from the taking of any action pursuant to this authorization, including rate changes.

_____ AGENT SIGNATURE _____ TELEPHONE NUMBER _____

COMPANY _____

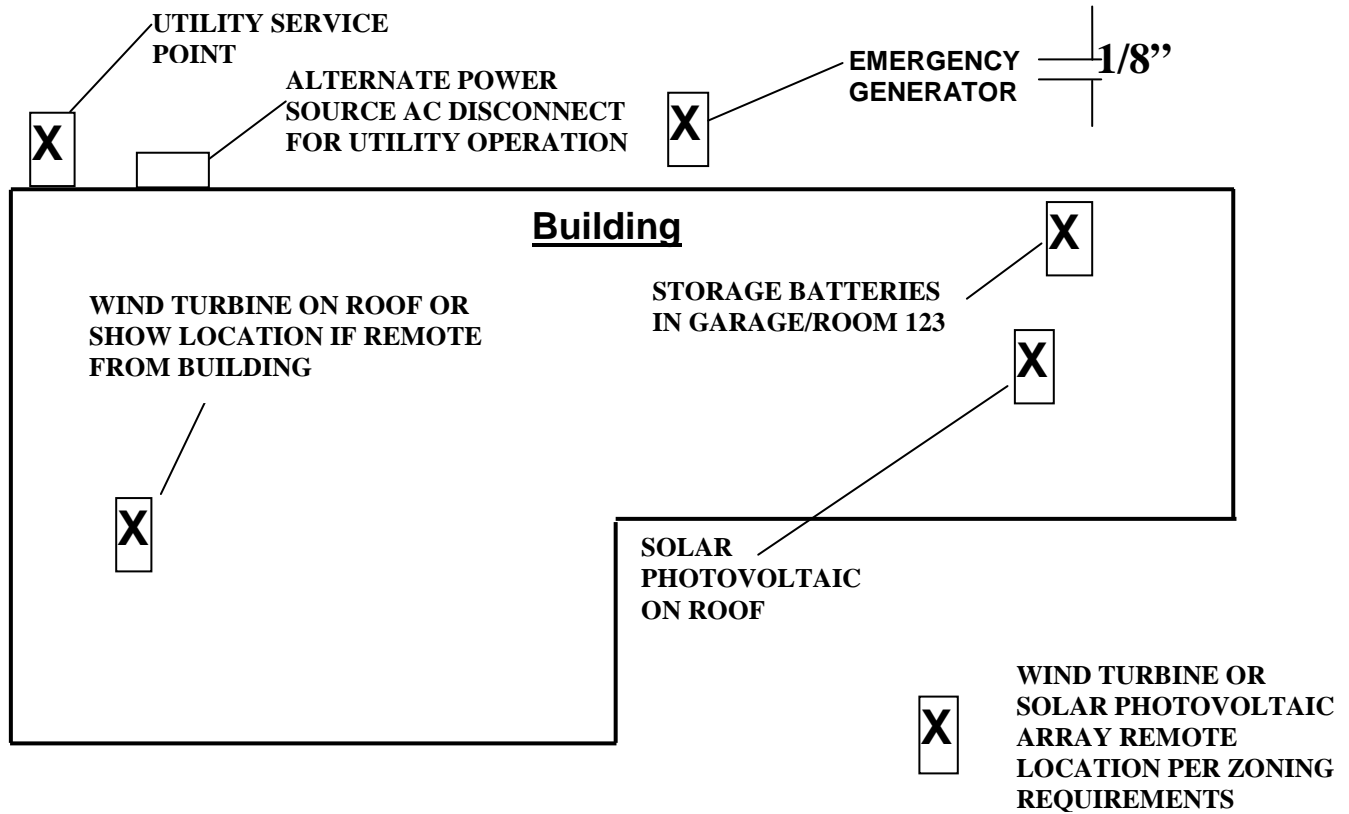
Executed this _____ day of _____
MONTH YEAR

² If no time period is specified, authorization will be limited to a one-time authorization
Revised 1/2014

THIS IS A SAMPLE OF THE PLAQUE OR DIRECTORY REQUIRED WHEN THERE IS ANY ALTERNATE SOURCE OF POWER CONNECTED TO THE PREMISES WIRING SYSTEM. THE EXAMPLE BELOW SPECIFIES PHOTOVOLTAIC OR WIND GENERATION. MODIFY AS REQUIRED FOR THE TYPE OF GENERATING FACILITY TO BE INSTALLED.

CAUTION $\frac{3}{4}$ "

POWER TO THIS BUILDING IS ALSO SUPPLIED $\frac{1}{4}$ "
FROM THE FOLLOWING SOURCES WITH
DISCONNECTS LOCATED AS SHOWN:



THE PLAQUE OR DIRECTORY SHALL BE METAL OR PLASTIC, WITH ENGRAVED OR MACHINE PRINTED LETTERS, OR ELECTRO-PHOTO PLATING, IN A CONTRASTING COLOR TO THE PLAQUE, AND SHALL BE ATTACHED TO THE SERVICE EQUIPMENT WITH POP-RIVOTS, SCREWS, OR EPOXY.