CDP Work Instructions

This work instruction is associated with the Contractor Disconnect Program work process for service disconnects. This process contains regulatory requirements of the following agencies: AE DCM, NESC. **REFERENCE THE CDP TERMS AND CONDITIONS FOR COMPLETE DETAILED BREAKDOWN OF REQUIREMENTS.**

Task/Activities	Responsible Party	Documented Information (Tools/Applications/Records)
1. Pull Electric Permit		
• **Make sure Request To Disconnect is in the work description on permit.**	• **Electrician**	• **ABC Portal**
2. AE Field Check		
• **An AE spotter makes a site visit to determine if work qualifies for CDP criteria.** • **If approved, a temp seal is left on site and comment OK to cut seal comment left in spot comments on permit.**	• **AE spotter**	• **Permit**
3. Check Permit		
• **Electrical contractor will need to check permit for CDP approval. if approved for CDP proceed to step 4** • **If the job is not approved for CDP, the job will need to be scheduled as a standard outage with St. Elmo Service Dispatch department.**	• **Electrician**	• **Permit**
4. Schedule		
• **Request the date to disconnect service through AE Bookings website minimum one week in advance.** • **Once date is confirmed for disconnect, schedule the electrical inspection for same date.** • **All cancellations for CDP shall be requested 72 hours in advance of schedule disconnect date.**	• **Electrician** • **CDP Coordinator**	• **AE Bookings** • **Amanda IVR or COA Inspection request number**
5. Perform Disconnect		
• **Perform Disconnect on scheduled date, once inspection has passed and work complete the service can be re-energized and meter set with orange temporary seal.**	• **Electrician** • **Inspector**	• **Inspection**
6. Completeness Form		
• **Once work is complete and service reconnected the CDP completeness from shall be submitted to CDP Coordinator by emailing aedisconnectprogram@austinenergy.com** • **The completeness form is attached to electric permit.**	• **Electrician** • **CDP Coordinator**	• **Email** • **Permit**
7. Field Check		
• **After completeness form is attached to permit, AE field tech will make site visit to check work and install permanent seal.**	• **AE**	• **Fieldclient**