TDSP ACCESS TO EPS METERING FACILITY NOTIFICATION FORM

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Notification requirement – Please mark the appropriate box | | | | | | | | | | | |
|  | Immediate - Unplanned work to repair failed equipment | | | | | | | | | | |
|  | Five (5) days - Planned maintenance or testing of equipment | | | | | | | | | | |
|  | Ten (10) days - Planned changes to equipment (replacement or programming) | | | | | | | | | | |
| Date the access is required | | | | |  | | | Estimated duration of access | | |  |
| If the required Protocol notification period was not adhered to, provide the reason. | | | | |  | | | | | | |
| **Information as recorded on the approved EPS Metering Design Proposal** | | | | | | | | | | | |
| TDSP Name | | | |  | | | | | | | |
| Facility name | | | |  | | | | | | | |
| Unit or Load Name | | | |  | | | | | | | |
| TDSP Project Number | | | |  | | | | | | | |
| **Information as recorded on the submitted MDAS form** | | | | | | | | | | | |
| Meter serial number | | | |  | | | | | Meter device ID |  | |
| **Purpose of the required access** | | | | | | | **Specific Reason / Details** | | | | |
|  | Meter Test | | | | |  | | | | | |
|  | Meter Replacement | | | | |  | | | | | |
|  | CT/VT Replacement  Ratio Change?  No Yes | | | | |  | | | | | |
|  | Meter Reprogramming | | | | |  | | | | | |
|  | Wiring Change | | | | |  | | | | | |
|  | Non-EPS Equipment Maintenance | | | | |  | | | | | |
|  | Other | | | | |  | | | | | |
| **Source that settlement data will be available from while access is required** | | | | | | | | | | | |
|  | | | Back-up meter (Provide the meter serial number in the space provided) | | | | | | | | |
|  | | | TDSP Meter Reading System | | | | | | | | |
|  | | | Portable Reader File (MDAS compatible) | | | | | | | | |
| Other (explain) | |  | | | | | | | | | |
| E-mail the completed form to mreads@ercot.com | | | | | | | | | | | |

Revisions to the EPS Metering Facilities Notification Form shall be made according to the approval process as prescribed in the Settlement Metering Guide Section 3.4, EPS Metering Facility Processes and Forms.