

# WORLD TRADE CENTER

## ELECTRICAL WORK AND ACCESS PERMIT POLICY

FOR ADDITIONAL INFORMATION OR TO REQUEST ELECTRICAL WORK & ACCESS PERMITS PLEASE CONTACT:

Anthony De Lisa  
Manager of Electrical Operations  
World Trade Center Redevelopment  
115 Broadway, 19<sup>th</sup> Floor  
(212) 435-6459

High Tension Operator: Philip Clites

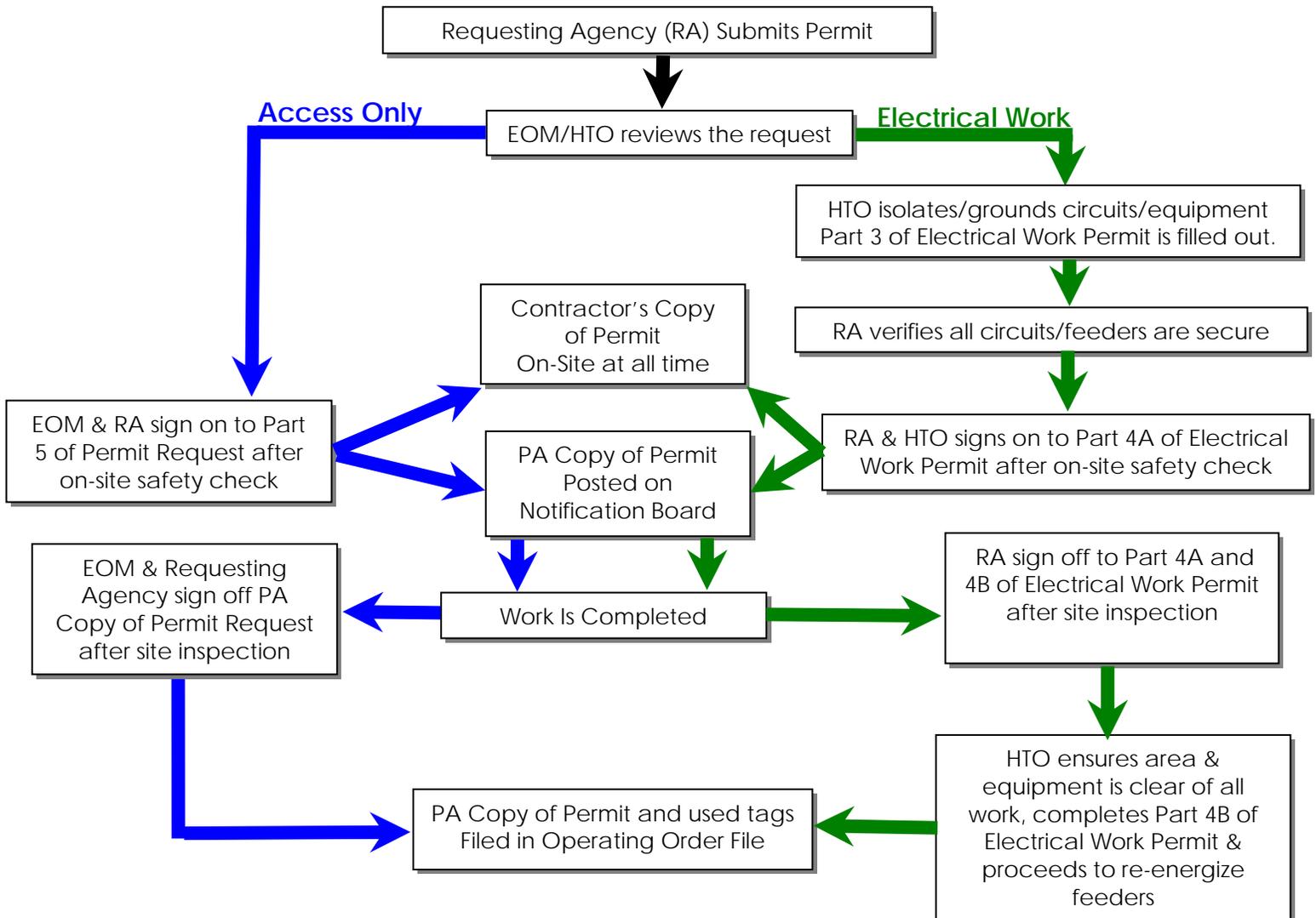
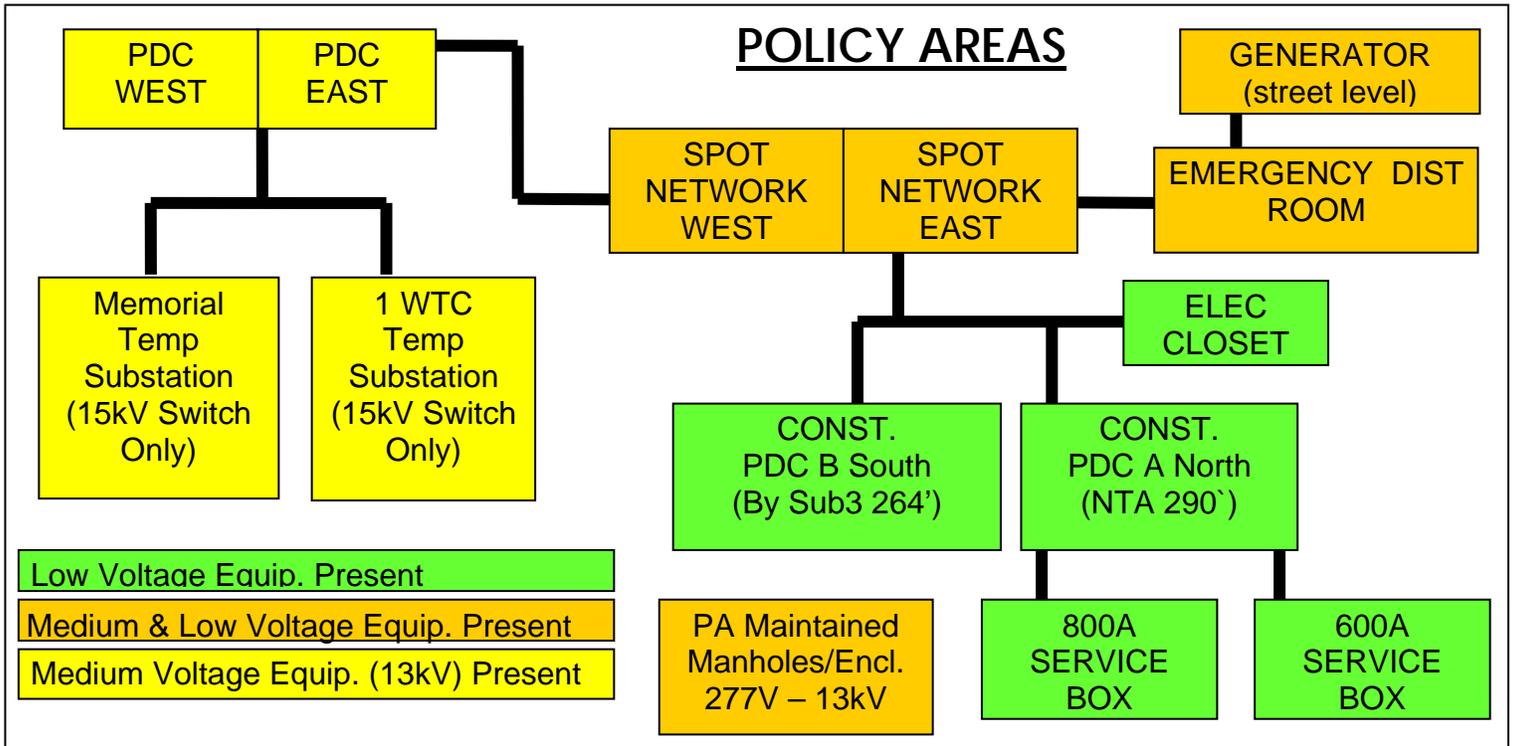
### IMPORTANT INFORMATION:

- This policy will be effective **Monday, February 22nd 2010**
- Permits will be **required** for Contractors to:
  - Work on PA operated Power Distribution equipment
  - Any equipment operating at voltage above 600v
  - Work on equipment which may affect PA operated Power Distribution equipment
  - Work within PA maintained electrical rooms, enclosures, and manholes containing 277 volts to 13,000 volts
- Required by NFPA 70E and the Port Authority High Tension Administrative and Safety Rules
- Provide the following benefits to the WTC Site and future facility:
  - **Access Control**
    - Controlling Contractor access
    - Securing our electrical infrastructure
    - Preventing unauthorized work, tapping into electrical system
  - **Electrical Safety**
    - Ensuring use of proper PPE and safety measure
  - **Record Retention**
    - Maintain records of past and current activities
- **All permit request forms shall be submitted to the Port Authority Electrical Operations Manager in writing and in person, during normal working hours of 8:00am – 4:00pm, at least 72 hours before the start of work.**
- WTC Electrical Work & Access Permits can be downloaded from ENET (Form PA3977)
- Access Only permits expire after completion of work or 30 days after issuance. Permit required Electrical Work exceeding 30 days will required written approval of the High Tension Operator or Electrical Operations Manager
- No room keys will be issued; access must be scheduled with WTCC staff and/or facility maintenance electricians. Doors must remain closed and locked at all times.



THE PORT AUTHORITY OF NY & NJ







**WORLD TRADE CENTER ELECTRICAL WORK & ACCESS PERMIT**

**PA 3977 / 12-09**

Permit Number: \_\_\_\_\_

**1 GENERAL INFORMATION**

Requesting Agency:	Date (MM/DD/YYYY)
Project / Contract Name:	Project / Contract Number:
Responsible Contact Person's Name:	Phone Number:

**2 ACCESS REQUEST ONLY**

Electrical Room Access Only? <input type="checkbox"/> Yes <input type="checkbox"/> No	Room / Description of Location:
Reason for Access / Description of Work:	

**3 ELECTRICAL WORK REQUEST**

Does Any Equipment Require Isolating & Grounding? <input type="checkbox"/> Yes <input type="checkbox"/> No	Room / Description of Location:
Equipment To Be Worked On:	
Description of Work:	

**4 DURATION OF WORK**

Start Date (MM/DD/YYYY)	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	Finish Date (MM/DD/YYYY)	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
NOTE: Duration Cannot Exceed 30 Days		Permit Void At End of Shift or Completion of Job	

**5 APPROVAL FOR ACCESS - BY HIGH TENSION OPERATOR or ELECTRICAL OPERATIONS MANAGER**

START OF JOB

\_\_\_\_\_ Requesting Agency Representative      \_\_\_\_\_ Electrical Systems Supervisor

---

COMPLETION OF JOB

All Workers Are Clear of All Areas Associated With Permit:       Yes       No

Area Has Been Left In A Safe Condition And Clear Of Debris:       Yes       No

\_\_\_\_\_ Requesting Agency Representative      \_\_\_\_\_ Electrical Systems Supervisor

ALL PERMIT REQUESTS SHALL BE PRESENTED TO THE PORT AUTHORITY ELECTRICAL OPERATIONS MANAGER IN PERSON DURING NORMAL WORKING HOURS OF 8AM - 4PM, AT LEAST 72 HOURS PRIOR TO START OF WORK. IF YOU ARE UNCERTAIN WHETHER THE AREAS OF WORK ARE UNDER PORT AUTHORITY JURISDICTION PLEASE CONTACT ANTHONY DE LISA, ELECTRICAL OPERATIONS MANAGER, AT (212)-435-6459. THIS PERMIT IS SUBJECT TO CANCELTION BY THE PORT AUTHORITY UPON ORAL OR WRITTEN NOTICE IF SUCH ACTION IS DEEMED JUSTIFIABLE FOR ANY REASON WHATSOEVER.

**ELECTRICAL WORK PERMIT**

PA2497A / 10-07

Hand print in ink or typewrite original and three copies. DISTRIBUTE IN ACCORDANCE WITH HIGH TENSION ADMINISTRATIVE AND SAFETY RULES. SEE REVERSE SIDE.

<b>1</b>	<b>PERMIT NUMBER</b> _____
	<b>FEEDER</b> _____
	<b>REQUESTING AGENCY</b> _____

<b>2</b>	To: <b>HIGH TENSION SYSTEM OPERATOR</b>	From: <b>REQUESTING AGENCY</b>	Date: _____	Time: <b>AM</b> <b>PM</b>
----------	---	--------------------------------	-------------	------------------------------

*It is requested that all necessary equipment be isolated and grounded in order to perform the following work.*

				Requesting Agency Signature
--	--	--	--	-----------------------------

<b>3</b>	To: <b>REQUESTING AGENCY</b>	From: <b>HIGH TENSION SYSTEM OPERATOR</b>	Date: _____	Time: <b>AM</b> <b>PM</b>
----------	------------------------------	---	-------------	------------------------------

*In order to perform the work as requested in part 2 the equipment has been isolated and grounded as follows:*

Equipment	Open	Racked Out	Locked Key No.	Potential Transformer Fuses	TAG NUMBER	GROUND LOCATION	BARRIER INSTALLED

Cable Identified and Certified (Location)

Cable Spared (Location)

Nearby Live Equipment (Location)

High Tension System Operator (Signature)	Requesting Agency The above work has been completed to my satisfaction.	_____ (Signature)
--	--	----------------------

<b>4A</b>	To: <b>HIGH TENSION SYSTEM OPERATOR</b>	From: <b>REQUESTING AGENCY</b>	Date: _____	Time: <b>AM</b> <b>PM</b>
-----------	---	--------------------------------	-------------	------------------------------

*The following people, whose initials appear below, have read and understood this permit and will be the only people working in the area covered by this permit.*

INITIALS															
ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF

<b>4B</b>	From: <b>REQUESTING AGENCY</b>	Date: _____	Time: <b>AM</b> <b>PM</b>
-----------	--------------------------------	-------------	------------------------------

*All people have been withdrawn from work site and signed off Part No. 4A  
The work has been completed, tested, and inspected. The work area has been cleared. The Equipment may be re-energized except as noted below.*

Requesting Agency (Signature)	High Tension System Operator (Concurring Signature)
-------------------------------	---

