POLICY AND PROCEDURE

CENTRAL FACILITIES SERVICES | THE CLAREMONT COLLEGES SERVICES	Policy number: 13000-006
	TCC Photovoltaic (Solar) Projects Policy
	Last review date: June 23 2025
	Original effective date: June 18, 2025 Amended effective date:
Approved by: Vanessa Aguirre	

TCC Photovoltaic (Solar) Projects Policy

Purpose:

To establish a standardized process for planning, approving, installing, and maintaining solar photovoltaic (PV) systems on The Claremont Colleges properties. It outlines the roles, responsibilities, and commitments of the parties involved and serves as a formal agreement between stakeholders – such as TCCS, institutions, and energy providers.

Scope:

This policy applies to all campuses, or third-party partners involved in the development, funding, construction, or maintenance of new solar energy systems on any property associated or operated by The Claremont Colleges.

Policy and Objectives

A. Institution Responsibilities

1. Project Planning and Decision-Making
    - Feasibility Assessment: The institution is responsible for conducting or commissioning studies to determine the feasibility of installing photovoltaic systems. This may include evaluating energy needs, roof space availability, environmental impact, and financial benefits.
    - Budgeting and Funding: The institution is responsible for securing funding or approving the budget for the project. This could involve seeking grants, financing options, or deciding whether the project will be self-funded or financed through partnerships.
    - Setting Goals: The institution should define clear energy goals, such as how much electricity the photovoltaic system should generate, any sustainability targets, and the expected return on investment (ROI).
2. Stakeholder Engagement
    - Collaboration with External Partners: The institution works with contractors, developers, energy providers to design and install the photovoltaic system. This may

involve reviewing and approving plans, signing agreements, and ensuring that all regulatory and legal requirements are met.

- Internal Communication: The institution must communicate the goals, benefits, and progress of the photovoltaic project to internal stakeholders.
- Institution shall submit a work request to CFS_Admin@services.claremont.edu for Substation Project Manager assistance. Early consultation with the TCCS Substation Project Manager ensures guidance and support throughout the project.
- The Institute shall designate at least one primary point of contact to serve as the liaison between TCCS and the Institution.
- The Institution is responsible for providing project plans and details to TCCS Substation Project Manager at the following stages:
  a. Conceptual Design
  b. Design Development
  c. Plan Check

3. Fiscal Responsibility
   - The Institution is responsible for all studies, assessments, reports and permitting fees, SCE fees, and fees associated with updating the site single line drawing and site plan for each PV submittal.
4. Site Preparation and Installation
   - Providing Physical Space: The institution is responsible for identifying and preparing suitable locations for the installation of the photovoltaic panels. This could include rooftops, parking lots, or other available spaces for solar installations.
   - Infrastructure Modifications: If necessary, the institution may be responsible for upgrading infrastructure (e.g., electrical systems, wiring, etc.) and structure modifications to accommodate the new solar energy system.
5. Long-Term Sustainability
   - Tracking Energy Savings: Over time, the institution should track the energy savings and environmental benefits from the photovoltaic system, such as carbon emissions reduction, and report these benefits to stakeholders.
6. Reporting and Compliance
   - Monitoring and Reporting: The institution is responsible for reporting the system's performance, energy savings, and any relevant sustainability metrics to internal and external stakeholders. This might include submitting reports for compliance with energy regulations or certifications like LEED.

B. TCCS Roles and Responsibilities

1. TCCS Substation Project Manager acts as the primary liaison with SCE and submits all plans to the Grid Interconnection Processing Tool (GIPT) for approval.
2. TCCS works with the Institution during design build process to identify necessary electrical considerations and to ensure compatibility with the TCC Substation specifications.

a. Provides feedback and recommendations on system integration.

3. TCCS works with KS&G Engineering and Institution during design build process to identify necessary electrical considerations to ensure compatibility with the TCC Substation specifications.

4. TCCS and KS&G review documents for approval and provide assistance with SCE master Photovoltaic submittal.

5. TCCS assists in obtaining all City approvals including:
   a. Architectural commission approval
   b. Construction permits

C. Service Standards and Policies

TCCS is committed to delivering high-quality services in a timely and professional manner. In the event of a service issue, Institutions should contact Central Facilities Services at CFS_Admin@services.claremont.edu. If there is no acknowledgement or response from the Substation Project Manager, the matter should be escalated to the Director, Central Facilities Services. If the issue remains unresolved, it should be further escalated to the Vice President for Finance and Treasurer.