POLICY AND PROCEDURE

CENTRAL FACILITIES SERVICES | THE CLAREMONT COLLEGES SERVICES	Policy number: 13000-010
	TCCS Substation Entry Protocol
	Last review date 12/08/2024
	Original effective date: 04/30/2022 Amended effective date: 06/02/2026
Approved by: Vanessa Aguirre	

TCCS Substation Entry Protocol

Purpose
The purpose of this protocol is to establish safe and consistent procedures for entering, exiting, and performing work within the TCCS Electrical Substation. These measures are intended to protect personnel, safeguard equipment, and ensure the continued reliability and operation of the electrical system.

Access to the Substation must be coordinated through the Substation Project Manager. In the Project Manager's absence, personnel shall contact the Electric Shop Supervisor for access.

Any proposed projects within the Substation must be reviewed and authorized by the Substation Project Manager prior to the start of work.

Scope
This protocol applies to:

- All personnel requiring entry into the TCCS substation**.**
- This document governs access, entry requirements, exit requirements, and conduct within the Substation**,** but does not authorize or define electrical work practices**.**
- All electrical work shall be performed under separate procedures in accordance with NFPA 70E and OSHA regulations.

Definitions

- Qualified Person – An individual who has received training and is authorized to work on or near energized electrical equipment. Qualified personnel must have completed NFPA 70E Arc Flash training.
- Prior to performing any electrical work, qualified personnel must wear appropriate personal protective equipment (PPE), including but is not limited to:
  - ✓ Safety glasses with side shields
  - ✓ Electrical hazard-rated boots
  - ✓ Hearing protection
  - ✓ Class-rated rubber gloves and leather protectors

- ✓ Hard hat with arc-rated face shield (required when working on any equipment)
- ✓ High-visibility vest
- ✓ Arc-rated, flame-resistant clothing (per NFPA 70E, required when working on any equipment)

- Unqualified Person – An individual who does not possess the necessary electrical training. Entry is permitted only under escort and with prior knowledge and approval from the Substation Project Manager.
- Substation Project Manager – The authority responsible for authorizing all work performed within the Substation, granting access, enforcing safety protocols, and ensuring that equipment is operated safely, reliably, and in accordance with established procedures. In the absence of the Substation Project Manager, the Electric Shop Supervisor shall serve as the secondary authority and assume responsibility for Substation operations and access authorization.

Substation Map

Procedure for Entering or Working in the TCCS Substation

- Per OSHA standard 1910.269, access to the Substation shall be restricted to qualified persons or escorted visitors under direct supervision. Central Facilities Services (CFS) staff are to notify the Substation Project Manager and prior to entry are required to contact Campus Safety at (909) 607-2000 and provide the names of all individuals entering the Substation.
- Unauthorized entry is strictly prohibited.
- CFS staff must sign The Claremont Colleges Services (TCCS) Visitors Log in the Substation PLC Storage room. This is a safety measure put in place to protect our employees in the event of an emergency.
- For safety purposes, entry into the Substation is restricted to qualified personnel. A two-person rule is required, with at least two authorized individuals present during Substation entry unless otherwise approved by the Substation Project Manager. The Substation Project Manager may enter independently.
- Upon completion of the visit, CFS staff must notify Campus Safety again to confirm that all personnel have exited the substation.
- From dusk to dawn, notification to Campus Safety is mandatory before any entry into the Substation.
- CFS qualified personnel: Eric Quintero, Joseph Hirt, Jason Brown, Miguel Ramirez, Sam Sabetti
- Entry into the Substation does not authorize any operation, maintenance, installation or interaction with electrical equipment unless separately approved under applicable work procedures.

Conduct Inside the Substation

- Comply with all posted signs and barriers.
- Maintain required minimum approach distances from energized equipment.
- Do not touch or operate any equipment without explicit authorization.
- Follow lockout/tagout (LOTO) procedures when required.
- Maintain situational awareness at all times; personal electronic devices may only be used for work-related purposes.

Hazard Awareness

All personnel must remain aware of:

- Hazards associated with energized equipment
- Arc flash and electrical shock risks

Personnel shall not cross established approach boundaries or barricades unless they are authorized and qualified to do so.

Prohibited Actions

- No touching or operating electrical equipment
- No bypassing barriers or guards
- No entering restricted areas without authorization
- No use of conductive tools or materials near energized equipment
- No unauthorized photography or recording (if applicable)

Unattended Substations

- Any personnel (employees, contractors, or visitors) entering the TCCS Substation, shall report their presence and the purpose to:

  Eric Quintero, Substation Project Manager for Central Facilities Services
  Contact Location: The Claremont Colleges Services Administrative Campus Center (ACC) building at: 101 S Mills Ave, Claremont, CA 91711.
  Contact Number: (909) 782-0485
  Email: eric.quintero@claremont.edu

Contractor Access

- Contractors requiring access to the Substation shall be granted entry by the Substation Project Manager. In the Project Manager's absence, access may be provided by the Electric Shop Supervisor. Contractors shall comply with all Substation access and safety requirements while on site.

- After approval and access has been granted, all personnel will sign the TCCS Substation Visitors logbook upon entry and exit, including:
  - Name
  - Organization
  - Time in/out
  - Purpose of visit

  All members of the visiting party must sign the visitor logbook. Alternatively, the responsible party lead may sign in the total number of attendees, provided they maintain an accurate roster of all personnel and can present it upon request.

  Visiting personnel must provide The Claremont Colleges Services with appropriate contact information—such as cell phone—for use during operations or in the event of an emergency.

  Upon departure, the responsible individual must notify The Claremont Colleges Services—either the Substation Project Manager or Campus Safety—that their party has exited the substation.

During an emergency or fire, no first responders or personnel should enter the facility without first notifying Campus Safety at **(909) 607-2000** or the Southern California Edison (SCE) Mira Loma Operations Center at **(909) 930-7701**.

Entering or Working in SCE66kV Claremont Substation

- No Entry shall take place without an approved SCE Representative and without prior consent from the SCE Mira Loma, Switching Center System Operator. **NO WORK** shall take place within the fenced area of the SCE 66kV Claremont Substation. This includes weed abatement, general clean up, or any associated work without SCE Switching Center System Operator approval. During an Emergency, or Fire, no first responders, or other personnel, shall enter the facility without having an SCE representative present.

Emergency Contact Information

The Claremont Colleges Substation is located:
587 N Mills Ave, on the corner of N. Mills Ave and E. 6th St. in Claremont, CA 91711.
Contact: Eric Quintero
Contact Location: The Claremont Colleges Services Administrative Campus Center (ACC) building at: 101 S Mills Ave, Claremont, CA 91711.
Contact Number: (909) 782-0485
Coordinates: 34.0993334, -117.7071503 (34°05'57.6"N 117°42'25.7"W)

Southern California Edison, 66kV Claremont Substation is located:
587 N Mills Ave, on the corner of N. Mills Ave and E. 6th St. in Claremont, CA 91711.
Contact: SCE Mira Loma Operations Center
Contact Location: Mira Loma, CA
Contact Number: (909) 930-7701
Coordinates: 34.0993334, -117.7071503 (34°05'57.6"N 117°42'25.7"W)