

DESIGN BULLETIN #55/2007 (REVISED July 2014)

Enrollment (Energize) & De-enrollment (De-energize) of Highway Lighting and Traffic Control Systems

July 22, 2014 Amendment to Design Bulletin #55/2007

This amendment is issued to communicate changes made to the process for enrollment and de-enrollment of Alberta Transportation (AT) highway lighting and traffic control systems with ENMAX Energy Corporation (ENMAX). The changes are:

- A new Site Application Form (single and multiple sites) for AT enrollment and de-enrollment for electrified sites.
- A new flow chart showing the detailed process for enrollment and de-enrollment.
- Annual electrical power consumption for each site is optional on all applications.
- Enrollment by ENMAX will take 1 to 2 business days. To energize the system will normally take 3 to 5 business days following the successful enrolment.

Summary

This Bulletin is issued to inform practitioners and department staff of the improvements made to the process for enrollment and de-enrollment of Alberta Transportation (TRANS) highway lighting and traffic control systems with ENMAX Energy Corporation (ENMAX).

The contract with ENMAX will expire on April 2017. The new process addresses issues brought forward after a review of ENMAX's previous process, and streamlines the necessary activities to reduce the waiting time for energizing the new systems. The new process is expected to reduce the waiting period from 15 business days to 7 business days.

As well, the Operations Managers are fully responsible for the sign off of all enrollment and de-enrollment applications.

Key Changes

Revisions to the department enrollment/de-enrollment application process are as follows:

- All TRANS applications for enrollment and de-enrollment for highway lighting must be approved by the Operations Mangers.

- ENMAX will process the applications and contact the wire service provider (WSP) immediately based on the applications, and will not wait for the execution of the amending agreements between TRANS and ENMAX Energy Corporation.
- The department project sponsor/consultant may calculate the annual consumption for the site for enrollment applications (optional). Where the location is to be metered, a meter value will be read by the utility company and used for billing.
- All future electrical systems constructed to the Canadian Electrical Code (Part I and III) will be metered.
- The department project sponsor/consultant must contact the WSP to obtain the site ID and service address.
- This new process updates information in Section E5.7 of the Highway Lighting Guide.
- In addition to highway lighting systems, this enrollment/de-enrollment process applies to traffic signals, traffic control beacons and other electrical systems in the highway right-of-way.

A detailed process flowchart for the enrollment and de-enrollment process, as well as the Site Application Form, is attached.

The revisions as indicated in this Bulletin are to be implemented immediately as per the usual practice.

Effective date: August 3, 2007

Revised Date: July 22, 2014

Contact

Joe Mah at (780) 415-1018 Technical Standards Branch, Alberta Transportation.

References

Highway Lighting Guide, 2003.

Attachments

Site Application Form

Process for Enrollment/Energize & De-enrollment/De-energize of Highway Lighting & Traffic Control Systems

Recommended:



Steve Otto
Director, Highway Operations

Approved:



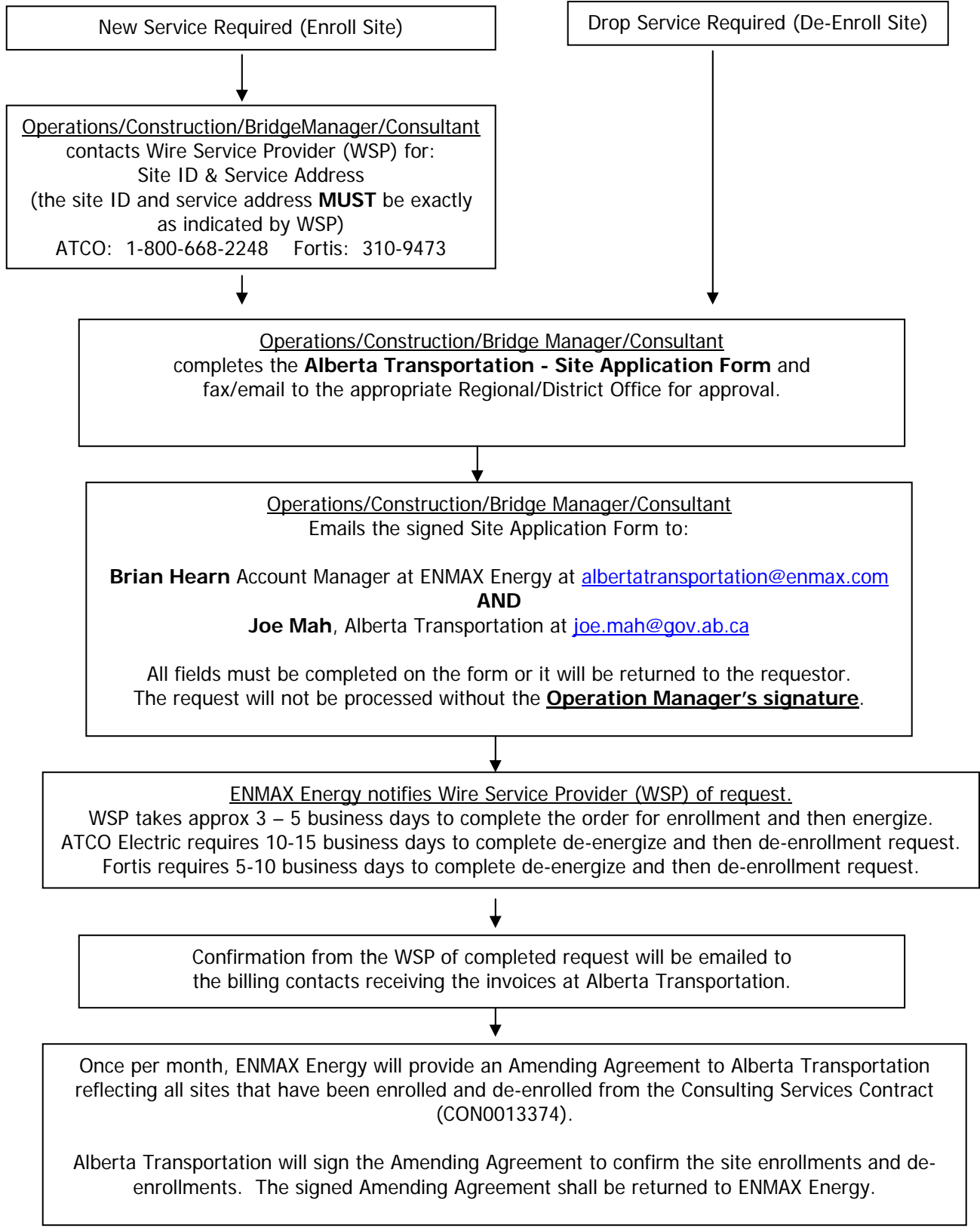
Moh Lali
Executive Director, Technical
Standards Branch



ENMAX Energy Process for Alberta Transportation
CONTRACT NUMBER CON0013374

Enrollment/De-Enrollment & Energize/De-Energize of Highway Lighting & Traffic Devices

PLEASE NOTE: ENMAX Energy can initiate a request with the Wire Service Provider with at least 5 business days prior to the date required, provided all documents and approvals are received.



New Service Required (Enroll Site)

Drop Service Required (De-Enroll Site)

Operations/Construction/BridgeManager/Consultant contacts Wire Service Provider (WSP) for:
Site ID & Service Address
(the site ID and service address **MUST** be exactly as indicated by WSP)
ATCO: 1-800-668-2248 Fortis: 310-9473

Operations/Construction/Bridge Manager/Consultant completes the **Alberta Transportation - Site Application Form** and fax/email to the appropriate Regional/District Office for approval.

Operations/Construction/Bridge Manager/Consultant Emails the signed Site Application Form to:
Brian Hearn Account Manager at ENMAX Energy at albertatransportation@enmax.com
AND
Joe Mah, Alberta Transportation at joe.mah@gov.ab.ca
All fields must be completed on the form or it will be returned to the requestor.
The request will not be processed without the **Operation Manager's signature**.

ENMAX Energy notifies Wire Service Provider (WSP) of request.
WSP takes approx 3 – 5 business days to complete the order for enrollment and then energize.
ATCO Electric requires 10-15 business days to complete de-energize and then de-enrollment request.
Fortis requires 5-10 business days to complete de-energize and then de-enrollment request.

Confirmation from the WSP of completed request will be emailed to the billing contacts receiving the invoices at Alberta Transportation.

Once per month, ENMAX Energy will provide an Amending Agreement to Alberta Transportation reflecting all sites that have been enrolled and de-enrolled from the Consulting Services Contract (CON0013374).
Alberta Transportation will sign the Amending Agreement to confirm the site enrollments and de-enrollments. The signed Amending Agreement shall be returned to ENMAX Energy.