



INTRODUCTION

This notification is to inform your LDC that ESA has on record that there may be transformers that are a solidly-grounded wye-connected secondary system and there does not exist a grounded neutral conductor between the transformer's secondary neutral terminal and the customer's service entrance equipment, within your LDC's service territory.

The purpose of this flash notice (Phase 2) is to provide guidance for LDCs on the submission of a **High-Level Corrective Action Proposal (Proposal)** to ESA, for the elimination of the configuration of concern (see Schematic below). The **Proposals** will be reviewed by ESA and ESA will either enter into discussions with your LDC about the **Proposal's** timelines or provide your LDC with confirmation that the **Proposal's** timelines are acceptable.

DETAILED INFORMATION

ESA is requesting a **Proposal** be submitted to ESA for the program started under Flash Notice FN-01-18 (Phase 1), by **September 12, 2018**.

The **Proposal** may take different forms and is expected to be a high level document, with steps & timelines, which does not exceed 2 pages in length and it is not expected to include any engineering information regarding how the configurations of concerns could be altered. In order to assist LDCs in determining what elements ESA expects to see at this time in a **Proposal**, please see three (3) examples below for additional information.

EXAMPLE 1 – Visual Inspection + Detailed Corrective Action

- The LDC may outline in the **Proposal** a **Visual Inspection Plan** that an LDC can follow if the LDC first wishes to determine exactly how many configurations of concern actually exist in their service territory, prior to corrective work being scheduled. Details should include:
 - Timelines to complete the visual inspections.
 - Progress updates to the visual inspections are recommended to be submitted to ESA quarterly.
 - A tracking report to record progress. ESA has attached a **Visual Inspection Report** template worksheet (see attached), which ESA recommends using in order to standardize the information for ESA to review. It is recommended to record only the sites that have the configuration of concern on the **Visual Inspection Report** template worksheet.
- The LDC should also propose an overall timeline for the LDC to eliminate the configuration of concern from their service territories and track that progress within a **Detailed - Corrective Action Plan**. Details should include:
 - Progress updates to the **Detailed - Corrective Action Plan** are recommended to be submitted to ESA quarterly and customer information (e.g. service addresses) would be populated after completion of the visual inspection.
 - A tracking report to record progress. ESA has attached a **Detailed - Corrective Action Report** template worksheet (see attached), which ESA recommends using in order to standardize the information for ESA to review. It is recommended to record only the sites that have the configuration of concern on the **Detailed – Corrective Action Report** template worksheet.



EXAMPLE 2 – High-Level + Detailed Corrective Action

- Where visual inspections are already completed or have been deemed not beneficial. An LDC may outline a **High-Level – Corrective Action Plan** that an LDC may follow if the LDC wishes to dispatch Power Workers to each site that potentially has the configuration of concern in their service territory, which would be considered as a large service territory. Details should include:
 - Timelines to complete the high level planned stages.
 - Progress updates to the high level plan are recommended to be submitted to ESA quarterly.
 - A **High-Level – Corrective Action Plan** that addresses how the LDC plans to visit the sites, for example date ranges per Ontario Township. ESA has attached a **High-Level - Corrective Action Report** template worksheet (see attached), which ESA recommends using in order to standardize the information for ESA to review.
- The LDC should also propose an overall timeline for the LDC to eliminate the configuration of concern from their service territories and track that progress within a **Detailed - Corrective Action Plan**. Details should include:
 - Progress updates to the **Detailed - Corrective Action Plan** are recommended to be submitted to ESA quarterly and customer information (e.g. service addresses) would be populated as the sites are visited.
 - A tracking report to record progress. ESA has attached a **Detailed - Corrective Action Plan** template worksheet (see attached), which ESA recommends using in order to standardize the information for ESA to review. It is recommended to record only the sites that have the configuration of concern on the **Detailed – Corrective Action Report** template worksheet.

EXAMPLE 3 - Detailed Corrective Action

- Where both a **Visual Inspection Plan** and/or **High-Level - Corrective Action Plan** have been deemed not beneficial. An LDC is requested to propose an overall timeline for the LDC to eliminate the configuration of concern from their service territories, on a **Detailed - Corrective Action Plan**. Details should include:
 - A tracking report to record progress. Progress updates to the **Detailed - Corrective Action Plan** are suggested to be submitted to ESA quarterly. ESA has attached a **Detailed - Corrective Action Plan** template worksheet (see attached), which ESA recommends using in order to standardize the information for ESA to review. It is recommended to record, on the **Detailed – Corrective Action Report** template worksheet, all the sites that have the configuration of concern or potentially had the configuration of concern, where the LDC had recorded limited exposure to the configuration of concern (i.e. less than 35 total sites).



Electrical Distribution Safety

DETAILED INFORMATION

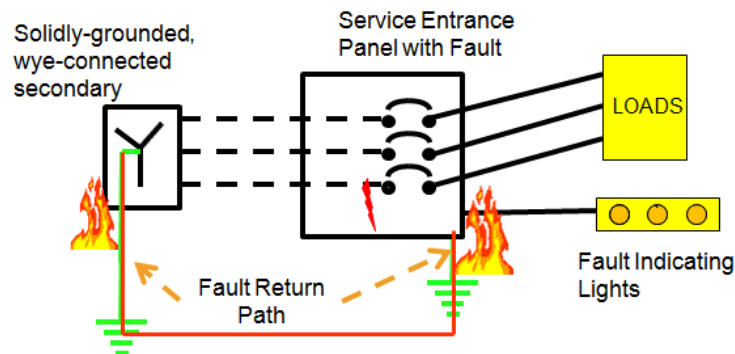
ESA strongly recommends that Corrective Action **Proposals** are based on risk. ESA considers locations with persons who may be reasonably assumed to be unable to evacuate the premises quickly and safely in an emergency to be at higher risk. Examples of this include, but are not limited to, schools and senior citizen or assisted living facilities.

If you believe you have received this notification in error, please contact Utility.Regulations@electricalsafety.on.ca.

ESA will not use the data collected under Flash Notice FN-01-18 (Phase 1) in order to assess compliance with Regulation 22/04. The information was only used to assist in mitigating any potential hazard.

Going forward, ESA will assess all installations which were not submitted under this program and match this specific configuration, for compliance with Regulation 22/04 and the Electricity Act.

CONFIGURATION OF CONCERN
SCHEMATIC: POTENTIAL FAILURE MODE



*Note – Fault Indicating Lights were not always a requirement within the Ontario Electrical Safety Code, at one time was only a recommendation.

ADDITIONAL INFORMATION

Information requests and follow-up may be directed to ESA at Utility.Regulations@ElectricalSafety.on.ca.