

**SOUTHERN CALIFORNIA EDISON  
TRANSMISSION AND DISTRIBUTION**

**Substation  
Operations and Maintenance  
Policy and Procedures  
(SOM)**

**August 27, 2021**

This document is classified "Internal"

► SCE Internal ◀

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Southern California Edison  
Transmission and Distribution  
Standards and Publications  
1 Innovation Way, Pomona, California 91768  
PAX: 77216 • Voice: (805) 673-7216 • Email: [mary.parker@sce.com](mailto:mary.parker@sce.com)

# Substation Operation and Maintenance Policy and Procedures (SOM) Manual

## Revision Summary

**Effective Date: August 27, 2021**

### Summary of Revisions

[Table QRS-1](#) lists and describes the revisions made to the Substation Operation and Maintenance Policy and Procedures (SOM) Manual. [Table QRS-2](#) defines manual revision types.

**Table QRS-1: SOM Manual Revisions**

Policy	Sheet & Revision Date	Description	Type
<a href="#">G16</a>	Sheet: All Initial Issue. 8/21	Initial issue of SOM G16: Fall Protection – General Guidance Procedure	New
<a href="#">O6</a>	Sheet: All Last Revised 8/21	Removed Polyphase Induction Regulator, Verbiage and Format updates	Technical
<a href="#">O10</a>	Sheet: All Last Revised 8/21	Substituted “RTR” for “CBA”. Updated so Test Supervisors will review and approve CBC procedures for 4, 12 or 16kV line relays routine use. Added requirement for the addition of verbiage when Test uses this procedure. Add, where appropriate, Test (technicians) or Test Supervisor.	Technical

**Table QRS-2: Definitions of Revision Types**

Type	Definition
Admin	These are policy and procedure changes that do not require Standards Review Team (SRT) or management approval. These revisions are identified in <a href="#">Table QRS-1</a> .
Technical	Technical revisions are policy and procedure changes that require SRT and management approval. These revisions are identified in <a href="#">Table QRS-1</a> .
New	New policies and procedures. New policies are identified in <a href="#">Table QRS-1</a> .

# Getting Help

Click on a name to send an e-mail to that person, or call at the numbers provided.

- [John B. Mount](#) (Owner) — [REDACTED]
- [REDACTED]



Russell Ragsdale  
Director, Asset & Engineering Strategy

## SF9: Substation Vegetation Management Policy

### 1.0 General

This policy is intended to clarify expectations from Substation Management for proper vegetation risk inspections when entering a substation. This policy is intended to be in addition to existing APM and Corporate Vegetation Management protocols.

Any changes to this policy will require the thorough review for its respective impact to standard [EDSL 06-90-01](#) by Standards Engineering and the sponsor of the change(s).

### 2.0 Policy

When anyone enters a substation to do an inspection, or to perform work, the following SCE Vegetation Management protocols shall be observed and reported:

- Trees and other vegetation that are not in compliance with [EDSL 06-90-01](#).
- Trees that could fall into the energized equipment.
- Trees that could blow into or have foliage that could blow into the energized equipment.
- Dried vegetation that poses a fire risk.
- Vegetation that encroaches into the clear zone around the perimeter of the sub.
- Vegetation growing inside of the substation that could encroach into the Minimum Approach Distance.
- Vegetation growing outside the sub that could encroach into the Minimum Approach Distance.

When any of the above conditions are observed the person finding them shall:

- Create a Notification (Field Tool User)
- Notify the local switching center:
  - System Operator Contacts SC&M Facility Maintenance Supervisor
  - Facility Maintenance Supervisor determines strategy for mitigation
    - Work to be completed by:
      - Utility workers
      - CBRE
      - Vegetation Management

When reported, the SC&M Facility Maintenance Supervisor in conjunction with the Vegetation Management team and/or CRE approved vendor, will create and execute a plan to mitigate the risk identified. This may include:

- De-energizing the station
- Clearing portions of the switch rack
- Mitigating the tree risk inside or outside the station, with a checker
- Mitigating the tree risk with an observer

### 3.0 References

1. [Electrical Design Station Layout \(EDSL\)](#)  
Site Development – Station Perimeter Landscaping 06-90-01

LAST REVISED November 2020	<b>Substation Vegetation Management Policy</b>	<b>SOM – SF9</b>
APPROVED	<b>Substation Operations and Maintenance Policies and Procedures</b> ► SCE Internal ◀	SHEET 1 of 1

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## SF10: Substation Weed Management Policy

### 1.0 General

- 1.1 This policy is intended to clarify expectations from Substation Management for proper weed inspections and maintenance expectations when working in a substation. This policy is intended to be in addition to existing APM, MIM (GO174) and Corporate Weed Management protocols.

### 2.0 Policy

- 2.1 When anyone enters a substation to do an inspection, or perform work, the following SCE weed management protocols shall be observed and reported:
- Weeds that could grow into the energized switchrack.
  - Weeds that could blow into or foliage that could blow into the energized switchrack.
  - Dried vegetation that poses a fire risk
- 2.2 When any of the above conditions are observed the person identifying them shall:
- Create a Notification (Field Tool User, if so equipped)
  - Notify the local switching center:
    - System Operator Contacts SC&M Facility Maintenance Supervisor
    - Facility Maintenance Supervisor determines strategy for mitigation (Note: FMS will create notification if original person is not Field Tool User)
- Work to be completed by:
- Utilitymen
  - CRE/CBRE
- 2.3 When reported the SC&M Facility Maintenance Supervisor and, if needed, CRE approved vendor, will create and execute a plan to mitigate the risk identified. This may include:
- Mitigating the weed risk inside or outside the station, with an observer.
  - De-energizing portions of the station (e.g., Cap Rack).
  - Clearing portions of the switch rack.

LAST REVISED November 2020	<b>Substation Weed Management Policy</b>	<b>SOM – SF10</b>
APPROVED	<b>Substation Operations and Maintenance Policies and Procedures</b> ▶ SCE Internal ◀	SHEET 1 of 1