

Dear Customer,

Please see the process steps below for the back-up generator application along with the steps involved with the overall process from plan review to final commissioning. The application is a simplified version of the main DG Application and can be found at

<https://www.cpsenergy.com/content/dam/corporate/en/Documents/Distributed%20Generation%20Manual.pdf>

**Process Steps:**

- Licensed and bonded electrical contractor to complete and submit **DG Application for Back-Up Generators** to [DG@CPSEnergy.com](mailto:DG@CPSEnergy.com) along with the following items:
  - Electrical three-line diagram including conductor sizes and grounding details.
  - Manufacturer's specifications on transfer switch that clearly indicates break before make operation and that ATS is service-rated as required.
  - Site drawing depicting location of service and proposed location of generator equipment.
  - Elevation drawing showing how generator associated equipment will be positioned and connected in relation to the existing service and metering equipment.
  - Photo that illustrates the service location and proposed location of generator equipment will have proper working clearances.
- ESMS will forward approved application and drawings to IDS for notification to be created.
- ESMS will notify Customer that application and drawings have been approved and forwarded.
- Design team will receive notification and create work order necessary for our service teams to perform the necessary WWCPs.
- Service teams will reach out to contractor to coordinate and schedule the necessary WWCPs.
- Contractor will notify ESMS at [DG@CPSEnergy.com](mailto:DG@CPSEnergy.com) when they are ready for us to perform the final commissioning test.
- ESMS will coordinate time to meet contractor on site and perform final commissioning.

Should you have any questions, please contact us at [DG@CPSEnergy.com](mailto:DG@CPSEnergy.com) or by phone at (210) 353-4070.

Your professional cooperation is greatly appreciated.

Respectfully,

ESMS Team