Emergency Generator Information Form

This form provides information regarding existing generator resources. Or if a generator needs to be rented/borrowed filling out this form ahead of time can save time during an emergency by listing specific needs for a portable generator. Filling out this form may require specific electrical expertise such as a licensed electrician and familiarity with utility operations. The completed form should be included in your water system emergency plan. You may also want to include standard procedures for start-up and shut-down of generators.

▶ System Information

System Name: ________________________________
EPA#: ________________________________
Town: ________________________________

Utility capacity, or max daily demand, millions gallons per day (MGD): ________________________________
Average daily demand, MGD: ________________________________

▶ Existing Generator Capacity

Existing generator on-site: □Yes □No

On-site generator location(s): ________________________________

Is your on-site generator portable for use elsewhere: □Yes □No
If your facility has an off-site generator ready for use in an emergency, what is the source/location: ________________________________

Existing transfer switch: □Yes □No

If no, describe isolation points from the grid:
If yes, is the transfer switch manual or automatic: ________________________________
If automatic, what brand is the ATS and how many wires are required to start: ________________________________

Size of generator: _______ kilo Volt Amps (kVA) _______ kilowatts (kW)

Configuration (Wye or Delta): ________________________________

Load cable length: _______ feet
Load cable size: __________________________ Thousand Circular Mils (MCM)
American Wire Gauge (AWG)

Ground cable length: _______ feet
Ground cable size: _______ (MCM or AWG)
Generator connection point: ________________________________
Fuel tank size: _______________________________________________________________________
Fuel type:  ❑ Diesel  ❑ Gasoline  ❑ Other
          ❑ Natural gas  ❑ Propane gas

Fuel available on site: ❑ Yes  ❑ No
If so, how much: ________________________________________________________________
How is fuel stored: ________________________________________________________________

Is there a maintenance plan in place: ❑ Yes  ❑ No
Who provides generator maintenance and testing service: _________________________________
How often is the generator tested: ____________________________________________________
Last test completed on: _____________________________________________________________

Does your utility have access to an electrician: _________________________________________
Number of power company transformers: _____________________________________________
Transformer size(s) painted on front of the units: ____kVA  ____kVA  ____kVA

Additional comments: _______________________________________________________________

Generator Needs

Existing transfer switch: ❑ Yes  ❑ No

Existing ‘add-a-phase’ or ‘roto-phase’ unit: ❑ Yes  ❑ No
(These units convert a single phase line to a three phase line)

Size of electrical main breaker: ________________Amps

System Voltage: ___ 240 volt single phase  ___ 240 volt three phase
           ___ 208 volt three phase  ___ 480 volt three phase

Major motors used at facility for operation:
Example: 75 HP 2 Quantity 460 Volts 3 Phase
                     ___ HP ___ Quantity ___ Volts ___ Phase
                     ___ HP ___ Quantity ___ Volts ___ Phase

Existing concrete pad to locate generator: ❑ Yes  ❑ No
Existing ground available/suitable location for ground rods available: __________________

Size and number of motors needed for critical processes: _________________________________

Distance from generator to connection point: ___________________________________________
System meter kilowatt reading: _____________________________________________________

Additional Comments: ________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Assessment Completion Date: _____________________________
Grid Coordinates: _____________________________

Generator Diagrams/Placement and Photos:

Person completing form: _____________________________
Electrician Lisc. # _____________________________

Signature     Title
__________________________
__________________________

Signature     Title
__________________________
__________________________