

FAQs about the Utility Shutdown Request (USR) Form

Question: Do I need to create a new request to extend the completion date of an existing USR?

Answer: No, you do not create a new USR for an extension. However, email the Shutdown Control Center (SCC) at SCC@lawa.org if requesting a new completion date. This only applies to changes in dates – NOT SCOPE. Extension will be accepted by the SCC as long as the approved USR is still active. If an approved USR is expired, then the request will be rejected, and you will need to submit a new USR.

Question: As a contractor – who should I submit the USR to?

Answer: Submit the USR to the LAWA Project Manager for initial review. Submit the USR electronically to the SCC at SCC@LAWA.org.

Question: We have been filling out the PDF Forms, is there another way to submit a USR? The USR can also be completed and submitted online at <http://www.Connect2LAWA.org>.

Question: How early should I submit the USR before I want to start working?

Answer: The longer (earlier) the better. 30 days is the minimum amount of time to process a USR. If the request is submitted without enough time to review, the USR will be rejected.

Question: Who should I enter on the Application as the 'Contact Person'?

Answer: Assure the person's name/phone number that you enter in the form under 'Contact Information' is the individual that will be the point of contact in case of any onsite questions during the shutdown requested.

Question: If my request needs special consideration or RUSH – who do I talk to for expediting?

Answer: USR's need to be submitted to the SCC a minimum of 30 days prior to the shutdown to adequately review details and impacts of the shutdown. No provisions are in place for expediting USR's. Contact your LAWA PM.

Question: Do I need to carry any documents with me during the shutdown?

Answer: Yes, you do need a copy of the approved USR because ARCC, OPS, Police or LAWA employee may request to see the approval. Please make sure if a vehicle is needed on the premises that a copy of the approved USR is left on the dash board.

Question: Do I need to notify anyone before I start my shutdown? Call the ARCC, (424) 646 - LAWA (5292), 30 minutes before the start of the shutdown and upon completion.