EVERSOURCE **EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM**	**EP-ALL-PRO-ERSG-1000-1, Rev 1** Eversource Contractor Storm Time & Work Reporting
Effective Date: **11/18/2022**	**Subject Matter Expert:** **Daniel Majorowski**

Approval:

Signature: _____

Name: Richard P. Tobin Date: 11/18/2022

Title: Approver Title

Ensure you are using the current revision by verifying it against the controlled electronic copy located in the Emergency Preparedness & Business Continuity Database.

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1. INTRODUCTION

1.1 Objective

This procedure provides instructions and information pertaining to the documentation and submittal of storm mobilization, demobilization, and daily restoration time and work by contractors during emergency events.

1.2 Applicability

This procedure is applicable to Emergency Preparedness (EP) Resource Acquisition, Procurement, the Eversource Resource Support Group (ERSG), activated Emergency Resource and Planning Sections, activated Restoration Management Teams (RMTs), and any Eversource role involved in acquiring or overseeing contracted line, service, or damage assessment crews.

1.3 Definitions

- Emergency Preparedness (EP) Resource Acquisition – Blue Sky position that identifies and maintains contacts and agreements with contractor and Mutual Aid companies.
- Eversource Resource Support Group (ERSG) - An integral component of the Emergency Coordination Team, which is the single point of contact for specific resource requests during larger emergencies
- Eversource Contractor Storm Mobilization & Demobilization Time Report (Mobilization & Demobilization Timesheet) – Report that contractor personnel use to document emergency event mobilization and demobilization ONLY. Refer to *Attachment 1, Eversource Contractor Storm Mobilization & Demobilization Report*. Mobilization and demobilization should represent the time and expenses Contractors incurred both prior to transitioning to emergency event work (mobilization) and after being released from the Eversource Service Territory (demobilization). The form provides detailed instructions for invoicing, including standby time; see *Attachment 2, Eversource Contractor Storm Mobilization & Demobilization Report Instructions*.

  There are two formats of the Mobilization and Demobilization Timesheet:

  - PDF
  - Excel Spreadsheet
- Eversource Contractor Storm Time & Work Report ("Daily Timesheet") – Report that contractor personnel use to document emergency event time worked in the Eversource Service Territory, relevant work that was performed, and the material(s) used. These sheets provide a reference for invoicing. Refer to *Attachment 3, Eversource Contractor Storm Time & Work Report*. Mobilization and Demobilization information is NOT reported on this timesheet. Instructions for completing the timesheet are detailed to facilitate ease of use; see *Attachment 4, Eversource Contractor Storm Time & Work Report Instructions*.

There are three formats of the Daily Timesheet:

- Hardcopy – Two-Part Carbonless Form: White (Eversource Copy) and Yellow (Contractor Copy)
- PDF
- Excel Spreadsheet

1.4 Discussion

Contractor costs are the largest expense incurred by Eversource during Emergency Events. Contractor time worked and work performed must be accurately documented and submitted daily to ensure accurate cost tracking, timely invoice payment, and regulatory reporting. This process includes:

- Identifying and contacting external contractors to obtain written agreements to work for Eversource during an ERP Event.
- Instructing the contracting company on Eversource Contractor Storm Time & Work Report process and when and how to complete and submit both the Mobilization & Demobilization Timesheet and Daily Timesheet.
- Managing and documenting contractor work by having Mobilization & Demobilization Timesheet and Daily Timesheet accurately completed by contractor crews, and signed by both the applicable Contractor and Eversource representatives.
- There are times when contractors are engaged for an event, travel, but are not ever assigned to work in one of the states in Eversource territory (usually due to a storm and associated damage being less severe than anticipated). In these instances, the Mobilization & Demobilization timesheets are signed by the ERSG if they contracted for the crews or the State Resource Acquisition Branch if they contracted for the crews.

1.5 Roles and Responsibilities

There are a number of roles involved in the Timesheet process, encompassing both Blue Sky and Emergency roles.

1.5.1 Blue Sky Roles

a. Procurement –

- Ensure Eversource Contractor Storm Time & Work Report process and Timesheet instructions are part of the Standard Agreement for Electric Utility Distribution Emergency Response Services.

b. EP Resource Acquisition –

- Identify and contact external contractors.

- Work with Procurement to ensure the Eversource Contractor Storm Time & Work Report process and Timesheet instructions are part of the Standard Agreement for Electric Utility Distribution Emergency Response Services.

1.5.2 Emergency Roles

a. Eversource Resource Support Group (ERSG) –

- Secure crews as requested, per established agreements, and turn them over to state Resource Acquisition Branches, as appropriate. Provide timesheets to contractors as part of the hiring agreement.
- Work with State Resource Acquisition Branches and External Resource Field Coordinator Units to ensure instructions on the Eversource Contractor Storm Daily Time & Work Report process and use of the Timesheets are provided to contractor representatives and contractor crews prior to or during on-boarding.

b. State Resource Acquisition Branch –

- Communicate resource needs, secure and manage contractors (either directly or through the ERSG), and validate and upload rosters.
- Work with the ERSG and the External Resource Field (ERF) Unit to ensure instructions on the Eversource Contractor Storm Time & Work Report process and use of the Timesheets are provided to External Resource Field Coordinators (ERFC) and contractor crews during on-boarding.
- Ensure Daily Timesheets are signed by a Contractor representative and by the ERFC, Crew Guide, or other authorized Eversource representatives.
- Ensure a process is in place for Mobilization and Demobilization Timesheets of contractor resources to be signed and submitted with the invoice.

c. External Resource Field Unit Leader –

- Provide Eversource Contractor Storm Time & Work Report process instructions to contractor line representatives and contract line crews during on-boarding.
- Designate the Eversource Representative to sign the Daily Timesheet for line crews if the ERFC or Crew Guide is unavailable.
- Responsible to ensure Daily Timesheet is completed, signed, and forwarded to the designated state-specific mailbox[1].

[1] ct.StormTimeSheets@eversource.com, nh.StormTimeSheets@eversource.com, ma.StormTimeSheets@eversource.com

d. Crew Management Group Manager –

- Ensure the Eversource Contractor Storm Time & Work Report process and Timesheet instructions are provided to the Contractor representatives and contract line crews during on-boarding.

e. Services Branch –

- Communicate service resource needs and manage service crew contractors.
- Work with the ERSG, and Resource Section Unit Leaders and Group Managers to ensure instructions on the Eversource Contractor Storm Time & Work Report process and use of the Timesheet are provided to contract service crews during on-boarding.

f. Planning Section Chief –

- Communicate resource needs to the ERSG and ensure that Resource Acquisition validates and uploads rosters upon receipt of contractor damage assessors.

g. Planning Unit Leader – Tactical/Damage Assessment –

- Work with the ERSG and Planning and Resource Section Unit Leaders and Group Managers to ensure instructions on the Eversource Contractor Storm Time & Work Report process and use of the Timesheet are provided to contractor damage assessors during on-boarding.
- Responsible to ensure Daily Timesheet is completed, signed, and forwarded to the designated state-specific mailbox.

h. Authorized Eversource Representatives, Daily Timesheet –

- External Resource Field Coordinators (ERFC)/Crew Guides – Responsible to coordinate the activities of contract line crews assigned to them. Responsible to ensure Daily Timesheet is completed, signed, and forwarded to the designated state-specific mailbox.
- Damage Assessment Coordinators – Coordinate the activities of contract Damage Assessors assigned to them. Responsible to ensure Daily Timesheet is completed, signed, and forwarded to the designated state-specific mailbox.
- Service Field Supervisors – Coordinate the activities of contract service crews assigned to them. Responsible to ensure Daily Timesheet is completed, signed, and forwarded to the designated state-specific mailbox.

i. Restoration Management Teams (RMT) –

- Responsible to collectively assess where to send crews, for the prioritization and dispatch of jobs based on the type of emergency, and provide each event number. Provides Outage Management System (OMS) Event Number for use on Timesheets.
- Responsible for ensuring that all restoration operations are implemented as described in procedures and other applicable documentation.

j. Damage Assessment Coordinator –

- If the Operations Mobile App (OMA) is not being used, the Damage Assessment (DA) Coordinator provides the event number.

k. Service Crew Coordinator –

- The Service Crew Coordinator communicates the event number for use on Timesheets.

1.5.3 Post Event Roles

a. State Resource Acquisition, Mobilization & Demobilization Timesheet

- Responsible to ensure Mobilization and Demobilization Timesheet submitted by contractor is completed and signed for resources acquired/hired by State Resource Acquisition but not assigned.

b. ERSG

- Responsible to ensure Mobilization and Demobilization Timesheet submitted by contractor is completed and signed for resources that were acquired/hired by the ERSG but never received by any State Resource Acquisition.

1.6 References

All Emergency Preparedness & Business Continuity documentation is accessible in the Emergency Preparedness & Business Continuity Documentation Database available from The Hub.

Development References

Documents used to develop this procedure and the process it controls:

- Eversource All Hazards Emergency Response Plan
- Standards of Business Conduct

Supporting References

Documents that support performance of activities directed by this procedure:

- General Terms and Conditions Utility Services, 01/21/20

- Cover Agreement for Electric Utility Distribution Emergency Response Services
- Eversource Contractor Daily Time & Work Report (NON-STORM)

2. INSTRUCTIONS

2.1 Blue Sky

EP Resource Acquisition

- Work with Procurement to obtain written agreements with identified contract companies that include the Mobilization & Demobilization and Daily Timesheet instructions.
- Review and revise this procedure as applicable.
- Instruct contracting companies on Eversource Contractor Storm Daily Time & Work Report process and Timesheet instructions

NOTE

Investor Owned Utilities (IOU) crews are not required to complete the timesheet, per Edison Electric Institute (EEI) rules.

Procurement

1. Work with EP Resource Acquisition to obtain written agreement with contract companies that include the Eversource Contractor Storm Daily Time & Work Report process and Timesheet instructions.
2. On an annual basis, ensure all contracts are current and available.
    - Ensure Contract crews have completed (and signed) the Standard Agreement for Electric Utility Distribution Emergency Response Services including the Mobilization & Demobilization Timesheet and Daily Timesheet.

2.2 Pre-Event

ERSG, State Resource Acquisition

1. Ensure instructions on the use of the Eversource Contractor Daily Storm Time & Work and Mobilization & Demobilization Report Timesheets are provided to Contractor Representatives and contractor crews upon hiring.
2. Ensure copies of the Daily and Mobilization & Demobilization Timesheets and their instructions are included in all contractor hire emails.

2.3 Mobilization

Contractor Representative and Contract Crews

1. Mobilization time is documented on the Mobilization & Demobilization Timesheets and are submitted to the state email box immediately after the storm. (See *Section 2.7, Demobilization – Mobilization and Demobilization Timesheet*.)

2. If Contractor Crews hired by the ERSG are cancelled enroute, mobilization and return demobilization time is documented on the Mobilization & Demobilization Timesheets and emailed to the ERSG email box upon return to home base. (See *Section 2.7, Demobilization – Mobilization and Demobilization Timesheet*.)

2.4 On-Boarding

ERFC, Crew Guide, ERSG, Crew Management Group Manager, ERF Unit Leader, Damage Assessment Coordinators, Service Field Supervisors

1. Provide instructions on the Eversource Contractor Storm Daily Time & Work Report process and use of the Timesheet to Contractor Representatives and contractor crews during on-boarding.

Contractor Representative and Contract Crews

1. Receive instructions on the Eversource Contractor Storm Daily Time & Work Report process and use of the Timesheet from ERFC or other Eversource Representatives during on-boarding and agree to follow process.

2.5 Daily Operations During an Event

Restoration Management Teams or System Operations Center

1. Provide work and OMS number to the ERFC or Crew Foreman.

Contractor Representative and Contract Crews

1. Document emergency event time worked in the Eversource Service Territory, relevant work that was done, and the materials used.

ERFC, Crew Guide, or Resource Acquisition Branch

1. Ensure the Daily Timesheet is completed, validated, and signed by the line Contractor Representative.
2. Once the complete and validated timesheet is signed by the line Contractor Representative, sign the timesheet, and give a copy to the contractor.
3. Email the timesheet to the appropriate designated state mailbox. If the ERFC or a Crew Guide is unavailable to sign, the ERF Unit leader is responsible to designate the Eversource Representative to sign.
4. Send the remaining hard copy to the ERF Unit Leader.

Damage Assessment Coordinators, Service Crew Supervisors

1. Ensure the Eversource Contractor Storm Daily Time & Work Report Timesheet is completed, validated, and signed by the applicable damage assessment Contractor Representative.
2. Once the completed and validated timesheet is signed by the applicable damage assessment Contractor Representative, sign the timesheet, and give a copy to the contractor.

3. Email the timesheet to the appropriate designated state mailbox.
4. Send the remaining hard copy to the applicable Unit Leader.

Contractor Representative and Contract Crews

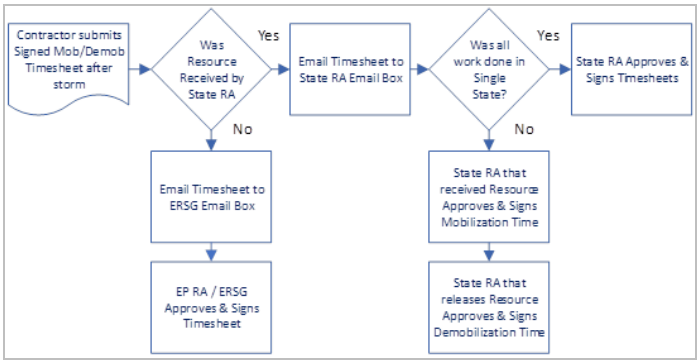
1. Ensure timesheet is completed, signed, and given to the applicable authorized Contractor Representative.

2.6 Demobilization – Daily Timesheet

ERFC, Crew Guides, Damage Assessment Coordinators, Service Crew Supervisors

- Ensure all Eversource Contractor Storm Time & Work Report Timesheets are completed, signed, and submitted by Contractor Representatives prior to Contractor crews demobilizing and release. See *Attachment 5, Completed Eversource Contractor Storm Daily Time & Work Report* for a sample completed timesheet.
- Submit copies of the Contractor Storm Daily Time and Work Report Timesheets as part of the invoice.

2.7 Demobilization – Mobilization and Demobilization Timesheet



Contractor Representative and Contract Crews

1. Contractor personnel document emergency event demobilization on the Mobilization & Demobilization Time Report upon return to home base.
2. If Contractor Crews hired by the ERSG are cancelled enroute, Contractor personnel document emergency event mobilization and return demobilization on the Mobilization & Demobilization Time Report upon return to home base, sign, and email to the ERSG email box[2].

[2] ersgrosters@eversource.com

3. Submit copies of the Mobilization & Demobilization Time Report as part of the invoice.

Resource Acquisition Branch

1. Ensure Mobilization and Demobilization Timesheet of contractor resources hired by RA are received and are signed and approved.
2. For contractor resources that were cancelled enroute (not received by the state Resource Acquisition Branch that hired them), ensure contractor Mobilization & Demobilization Timesheets are signed and approved

ERSG

1. For contractor resources that were cancelled enroute (not received by any state Resource Acquisition Branch), ensure contractor Mobilization & Demobilization Timesheets are signed and approved.

2.8 Designated Mailboxes

- Connecticut: ct.StormTimeSheets@eversource.com
- New Hampshire: nh.StormTimeSheets@eversource.com
- Massachusetts: ma.Storm Time Sheets@eversource.com
- ERSG: ersgrosters@eversource.com

3. SUMMARY OF CHANGES

Revision 1

This procedure was updated by the Emergency Preparedness & Business Continuity Resource Acquisition group during the fall of 2022, to include the Mobilization & Demobilization Timesheet and clarify items on the updated Daily Timesheet as well as instructions for completing them.

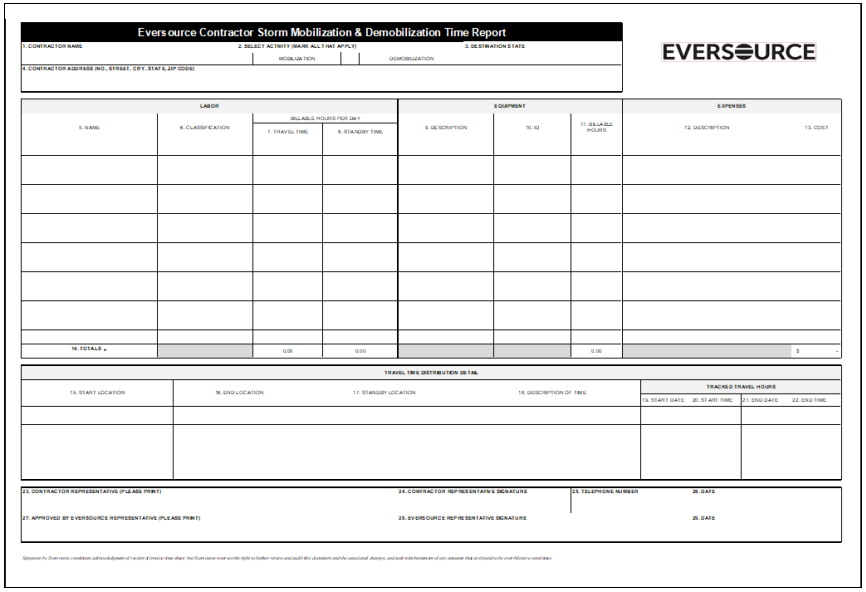
Revision 0

This procedure was developed by the Emergency Preparedness & Business Continuity Resource Acquisition group during 2021-2022.

4. ATTACHMENTS

The Attachments begin on the next page.

Attachment 1
Eversource Contractor Storm Mobilization & Demobilization Report
(Sheet 1 of 1)



Eversource Contractor Storm Mobilization & Demobilization Time Report

EVERSOURCE

1. CONTRACTOR NAME | 2. SELECT ACTIVITY (MARK ALL THAT APPLY): MOBILIZATION | DEMOBILIZATION | 3. DESTINATION STATE

4. CONTRACTOR ADDRESS (NO., STREET, CITY, STATE, ZIP CODE)

LABOR				EQUIPMENT			EXPENSES	
		BILLABLE HOURS PER DAY						
5. NAME	6. CLASSIFICATION	7. TRAVEL TIME	8. STANDBY TIME	9. DESCRIPTION	10. ID	11. BILLABLE HOURS	12. DESCRIPTION	13. COST
14. TOTALS ▲		0.00	0.00			0.00		$ -

TRAVEL TIME DISTRIBUTION DETAIL

15. START LOCATION	16. END LOCATION	17. STANDBY LOCATION	18. DESCRIPTION OF TIME	TRACKED TRAVEL HOURS			
				19. START DATE	20. START TIME	21. END DATE	22. END TIME

23. CONTRACTOR REPRESENTATIVE (PLEASE PRINT)	24. CONTRACTOR REPRESENTATIVE SIGNATURE	25. TELEPHONE NUMBER	26. DATE
27. APPROVED BY EVERSOURCE REPRESENTATIVE (PLEASE PRINT)	28. EVERSOURCE REPRESENTATIVE SIGNATURE		29. DATE

Signature by Eversource constitutes acknowledgment of receipt of invoice time sheet, but Eversource reserves the right to further review and audit this document and the associated charges, and seek reimbursement of any amounts that are found to be over-billed or overstated.

Attachment 2
Eversource Contractor Storm Mobilization & Demobilization Report Instructions
(Sheet 1 of 1)

Eversource Contractor - Storm Mobilization & Demobilization Time Report Instructions

Purpose. This Eversource Contractor Storm Mobilization & Demobilization Time Report records details of **emergency event mobilization and demobilization work ONLY**. Mobilization and demobilization should represent the time and expenses Contractors incurred: a) prior to transitioning to emergency event work and b) after being released from Eversource service territory. These sheets provide a reference for invoicing.

Distribution. Blank Time Reports and instructions are provided to Contractor representatives by Eversource personnel.

Submission. The Contractor representative must complete, sign, and submit this Time Report to Eversource. The Contractor should submit the Time Report to the designated state-specific mailbox[1] to request the Eversource approval signature, prior to submitting their invoice. The authorized Eversource representative verifies the mobilization/demobilization information and provides their signature. The Contractor must submit the Eversource-approved time report with their invoice for payment.

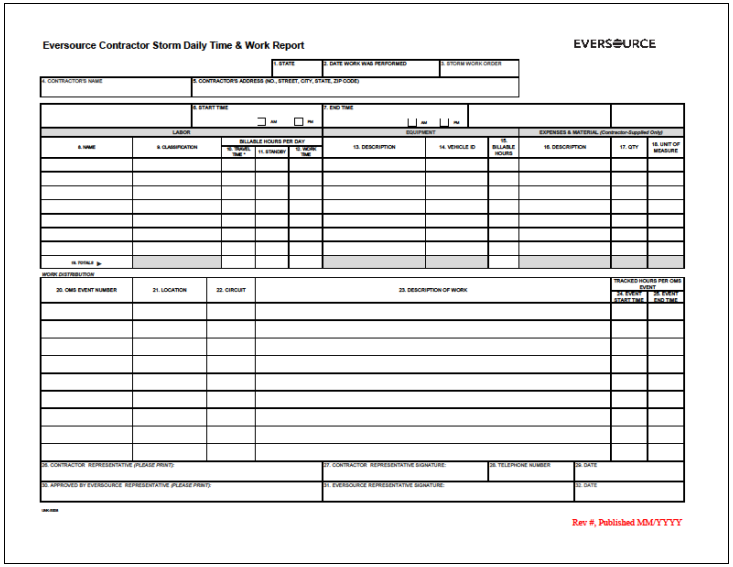
Notes: Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block #	Block Title	Instructions
1	Contractor Name	Contractor Company name
2	Select Activity	Indicate if report is for mobilization and/or demobilization
3	Destination State	Enter the "report to" state indicated on the hiring email
4	Contractor Address	Contractor Company address
5	Name	Contractor employee name as it appears on roster
6	Classification	e.g., Lineman, Apprentice, etc.
FOR BLOCKS 7, 8, 11 & 13: TIME ENTERED IS PAID AT NOGOTIATED RATE HOURS AND ALLOWED EXPENSES		
7	Travel Time	Travel time to Eversource Service Territory and Travel time from Eversource Service Territory directly back to home base. **DO NOT INCLUDE TIME IF TRAVELED TO ANOTHER EVENT/UTILITY.**
8	Standby Time	Travel Standby Time as defined in your contract
9	Description (Equipment)	Type of equipment or vehicle (e.g., Bucket Truck, Digger, Pickup Truck)
10	ID	Equipment number or license plate number
11	Billable Hours	Number of hours equipment or vehicle was in use
12	Description (Expenses)	Description of expenses (e.g., meals, tolls) charged back by Contractor
13	Cost	Self-Explanatory
14	Total of Hours	Sum of Columns 7, 8, 11 & 13, respectively
15	Start Location	Travel starting point/location
16	End Location	Travel end point/location or last stop for the day
17	Standby Location	Location where the Contractors were on Travel Standby (if applicable)
18	Description of Time	Describe mobilization and/or demobilization activity
19	Start Date	Date travel began
20	Start Time	Time travel began
21	End Date	Date travel ended
22	End Time	Time travel ended
23	Contractor Representative	Printed Name of Authorized Contractor Representative
24	Contractor Representative Signature	Approval Signature of Authorized Contractor Representative
25	Telephone Number	Phone Number of Authorized Contractor Representative
26	Date	Date signed by Authorized Contractor Representative
27	Approved by Eversource Representative	Printed Name of the Authorized Eversource Representative. *NOTE: the Authorized Eversource Representative approves time, NOT the rate(s).*
28	Eversource Representative Signature	Approval Signature of Authorized Eversource Representative
29	Date	Date signed by Authorized Eversource Representative

Signature by Eversource constitutes acknowledgment of receipt of invoice/time sheet; but Eversource reserves the right to further review and audit this document and the associated charges, and seek reimbursement of any amounts that are found to be over-billed or inaccurate.

[1] ct.StormTimeSheets@eversource.com, nh.StormTimeSheets@eversource.com, ma.Storm Time Sheets@eversource.com

Attachment 3
Eversource Contractor Storm Time & Work Report
(Sheet 1 of 1)



Eversource Contractor Storm Daily Time & Work Report

EVERSOURCE

1. STATE	2. DATE WORK WAS PERFORMED	3. STORM WORK ORDER

4. CONTRACTOR'S NAME	5. CONTRACTOR'S ADDRESS (NO., STREET, CITY, STATE, ZIP CODE)

	6. START TIME ☐ AM ☐ PM	7. END TIME ☐ AM ☐ PM		

LABOR					EQUIPMENT			EXPENSES & MATERIAL (Contractor-Supplied Only)		
8. NAME	9. CLASSIFICATION	BILLABLE HOURS PER DAY 10. TRAVEL TIME *	11. STRAIGHT	12. WORK TIME	13. DESCRIPTION	14. VEHICLE ID	15. BILLABLE HOURS	16. DESCRIPTION	17. QTY	18. UNIT OF MEASURE
19. TOTALS ▶										

WORK DISTRIBUTION

20. OMS EVENT NUMBER	21. LOCATION	22. CIRCUIT	23. DESCRIPTION OF WORK	TRACKED HOURS PER OMS EVENT 24. EVENT START TIME	25. EVENT END TIME

26. CONTRACTOR REPRESENTATIVE (PLEASE PRINT):	27. CONTRACTOR REPRESENTATIVE SIGNATURE:	28. TELEPHONE NUMBER	29. DATE
30. APPROVED BY EVERSOURCE REPRESENTATIVE (PLEASE PRINT):	31. EVERSOURCE REPRESENTATIVE SIGNATURE:		32. DATE

Rev #, Published MM/YYYY

Attachment 4
Eversource Contractor Storm Time & Work Report Instructions
(Sheet 1 of 1)

Eversource Contractor - Storm Daily Time & Work Report Instructions

Purpose. In this Eversource Contractor Storm Daily Time & Work Report (also known as the "timesheet"), **Contractor personnel must document emergency event time worked in the Eversource Service Territory, relevant work that occurred, and the material(s) used.** These sheets provide a reference for invoicing. **Do not include mobilization or demobilization information on this timesheet** (*see Eversource Contractor - Storm Mobilization & Demobilization Time Report*).

Distribution. Eversource personnel provide blank timesheets and instructions to Contractor representatives.

Submission. Each day, the Contractor representative must submit the completed timesheet to Eversource. The authorized Eversource representative verifies the time worked and provides their approval signature. The timesheets must be submitted to the designated state-specific mailbox[1] daily. The Contractor must submit the Eversource-approved timesheet with their invoice.

Notes: Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block #	Block Title	Instructions
1	State Work was Performed In	Self-Explanatory. *NOTE: If moved to another state within Eversource's territory, start a new timesheet. Include travel time to the other State on the new timesheet in Block 10.*
2	Date Work Was Performed	Self-Explanatory
3	Storm Work Order	Provided by the Eversource Representative
4	Contractor's Name	Contractor Company Name
5	Contractor's Address	Contractor Company Address
6	Start Time	Beginning of shift
7	End Time	End of shift
8	Name	Contractor employee name as it appears on roster
9	Classification	e.g., Lineman, Apprentice, etc.
FOR BLOCKS 10, 11, 12, 15, & 17: TIME ENTERED IS PAID AT NEGOTIATED RATE HOURS AND ALLOWED EXPENSES		
10	Travel Time	Travel time to/from hotel and work reporting location and/or between Eversource service territories. Include travel time to the new state on that respective state's timesheet (see Block 1). **DO NOT INCLUDE MOBILIZATION & DEMOBILIZATION TRAVEL TIME.**
11	Standby	Time onsite waiting to be put to work
12	Work Time	Time performing work (Restoration)
13	Description (Equipment)	Type of equipment or vehicle (e.g., Bucket Truck, Digger, Pickup Truck)
14	Vehicle ID	Equipment number or license plate number
15	Billable Hours	Number of hours equipment or vehicle was in use
16	Description (Expense & Material)	Expenses (e.g., meals, tolls) and material charged back by Contractor. **DO NOT INCLUDE MATERIAL PROVIDED BY EVERSOURCE.**
17	Qty (Quantity)	Cost ($) or Item used (e.g., wire, bolt holder)
18	Unit of Measure	e.g., feet, each **(N/A for expenses)**
19	Total of Hours	Sum of Columns 10, 11 & 12 & 15, respectively
20	OMS Event Number	Provided by Eversource Dispatcher
21	Location	Location work performed in – For Line, Tree, or Service
22	Circuit	**FOR DAMAGE ASSESSORS ONLY:** Circuit being assessed for damage
23	Description of Work	e.g., replacement of pole/pole top, transformer, wire)
24	Event Start Time	Dispatch time for event
25	Event End Time	Time work was completed on the event
26	Contractor Representative	Printed Name of Authorized Contractor Representative
27	Contractor Signature	Approval Signature of Authorized Contractor Representative
28	Telephone Number	Phone Number of Authorized Contractor Representative
29	Date	Date signed by Authorized Contractor Representative
30	Approved by Eversource Representative	Printed Name of the Authorized Eversource Representative. *NOTE: the Authorized Eversource Representative approves time, work, and the material used, NOT the rate(s).*
31	Eversource Representative Signature	Approval Signature of Authorized Eversource Representative
32	Date	Date signed by Authorized Eversource Representative

Signature by Eversource constitutes acknowledgment of receipt of invoice/time sheet; but Eversource reserves the right to further review and audit this document and the associated charges, and seek reimbursement of any amounts that are found to be over-billed or inaccurate.

[1] ct.TimeSheets@eversource.com, nh.TimeSheets@eversource.com, ma.TimeSheets@eversource.com

Attachment 5
Completed Eversource Contractor Storm Daily Time & Work Report
(Sheet 1 of 1)

000001

Eversource Contractor Storm Daily Time & Work Report

1. STATE	2. DATE WORK WAS PERFORMED	3. STORM WORK ORDER
CT	7/16/2021	

4. CONTRACTOR'S NAME	5. CONTRACTOR'S ADDRESS (NO., STREET, CITY, STATE, ZIP CODE)
ABC Line Crew	Anywhere, USA 12345

6. START TIME: 6/2/2021 0600 ☑ AM ☐ PM
7. END TIME: 06/12/2021 2200 ☐ AM ☑ PM

LABOR					EQUIPMENT			EXPENSES & MATERIAL (Contractor-Supplied Only)		
8. NAME	9. CLASSIFICATION	BILLABLE HOURS PER DAY 10. TRAVEL TIME *	11. STANDBY	12. WORK TIME	13. DESCRIPTION	14. VEHICLE ID	15. BILLABLE HOURS	16. DESCRIPTION	17. QTY	18. UNIT OF MEASURE
Bruce Wayne	Lineman	2		14	Bucket Truck	12345	16	Service Wire	100	ft
Dick Grayson	Apprentice	2		14	Pole Trailer	123789	16	Conduit	10	ft
								Fuse holder	1	each
Clark Kent	Foreman	2		14	Pickup Truck	343647	16			
Diana Prince	Safety	4		12	Pickup Truck	87785	16	Lunch	$10	N/A
Victor Stone	Mechanic			16	Mechanic Truck	349852	16			
19. TOTALS ▶		10	0	70			80			

WORK DISTRIBUTION

20. OMS EVENT NUMBER	21. LOCATION	22. CIRCUIT	23. DESCRIPTION OF WORK	TRACKED HOURS PER OMS EVENT 24. EVENT START TIME	25. EVENT END TIME
123456	Hartford		Repair 3 sections, replace 1 pole	600	1900
234567	Glastonbury		Removed tree from wire, reseg	1900	2000
345678	Plainfield		No problem found	2000	2200
N/A	Many		Foremen supported all crews through storm	600	2200
N/A	N/A		Safety visited random work sites throughout the day	600	2200
N/A	N/A		Perform vehicle repairs as needed	600	2200

26. CONTRACTOR REPRESENTATIVE (PLEASE PRINT)	27. CONTRACTOR REPRESENTATIVE SIGNATURE:	28. TELEPHONE NUMBER	31. DATE
Joe Foreman		860-555-1212	7/16/2021
32. APPROVED BY EVERSOURCE REPRESENTATIVE (PLEASE PRINT)	**33. EVERSOURCE REPRESENTATIVE SIGNATURE:**		**34. DATE**
John Smith			7/16/2021