EVERSOURCE **EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM**	**EP-ALL-PRO-ERSG-1000-1, Rev 0** Eversource Contractor Storm Daily Time & Work Report Procedure
Effective Date: **7/12/2022**	**Subject Matter Expert:** **Daniel Majorowski**

Approval:

Signature: _____

Name: Richard P. Tobin Date: 7/12/2022

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 time and work by contractors during emergency events.

1.2 Applicability

This procedure is applicable to the EP Resource Acquisition, Procurement, Eversource Resource Support Group (ERSG), and any Eversource role involved in acquiring or overseeing contractor line, service, and tree crews, contract wire guards, contract damage assessors, and the contractor resources themselves during emergency events.

NOTE

This procedure is currently in use only for contract line crews, but will apply to contract service, tree, wire guard, and damage assessment crews if the Eversource Contractor Storm Daily Time and Work Report is put into use for those resources.

1.3 Roles and Responsibilities

- Procurement – Ensure Eversource Contractor Storm Daily Time & Work Report process and Timesheet form instructions are part of the Standard Agreement for Electric Utility Distribution Emergency Response Services.
- EP Resource Acquisition/Eversource Resource Support Group (ERSG) - Identify and contact external contractors. Work with Procurement to ensure the Eversource Contractor Storm Daily Time & Work Report process and Timesheet form instructions are part of the Standard Agreement for Electric Utility Distribution Emergency Response Services. Work with the Resource Acquisition Branch, and External Resource Field Coordinator Unit to ensure instructions on the Eversource Contractor Storm Daily Time & Work Report process and use of the Timesheet form are provided to contractor representatives and contractor crews prior to or during on-boarding.
- Resource Acquisition Branch - Communicate resource needs, secure and manage contractors, validate and upload rosters for procurement and finance. Work with ERSG and ERFC Unit to ensure instructions on the Eversource Contractor Storm Daily Time & Work Report process and use of the Timesheet form are provided to ERFCs and contractor crews during on-boarding.
- External Resource Field Unit Leader – Provide Eversource Contractor Storm Daily Time & Work Report process instructions to Contractor representatives and contract crews during on-boarding. Responsible to designate the Eversource Representative to sign the Eversource Contractor Storm Daily Time & Work Report sheet if the ERFC is unavailable.

- Vegetation Management – Communicate resource needs, secure and manage contractors, validate and upload rosters for procurement and finance. Work with ERSG and Arborist to ensure instructions on the Eversource Contractor Storm Daily Time & Work Report process and use of the Timesheet form is provided to External Field Resource Coordinators and contractor crews during on-boarding.
- Wire Guards & Services Branch – Communicate resource needs, secure and manage wire guard and service contractors, validate and upload rosters for procurement and finance. Work with ERSG and Unit Leaders and Group Managers to ensure instructions on the Eversource Contractor Storm Daily Time & Work Report process and use of the Timesheet form are provided to contractor crews during on-boarding.
- Damage Assessment – Communicate resource needs, secure and manage damage assessment contractors, validate and upload rosters for procurement and finance. Work with ERSG and Unit Leaders and Group Managers to ensure instructions on the Eversource Contractor Storm Daily Time & Work Report process and use of the Timesheet form are provided to contractor crews during on-boarding.
- Authorized Eversource Representative – Coordinate the activities of contactor resources assigned to them. Responsible to ensure Eversource Contractor Storm Daily Time & Work Report is completed, signed, and forwarded to the designated state-specific mailbox[1].
    - External Field Resource Coordinators (ERFC) – Responsible to coordinate the activities of contract line crews assigned to them. Responsible to ensure Eversource Contractor Storm Daily Time & Work Report is completed, signed, and forwarded to the designated state-specific mailbox.
    - Crew Guides (“Bird Dogs”) – Responsible for leading contractor line crews. Ensure contractors properly complete time sheets, material lists, and equipment lists at the start and end of each shift, sign and print daily timesheets, and maintain switching and hold tagging clearances for contractors if Qualified Personnel List (QPL) qualified.
    - Arborists – Coordinate the activities of contract tree crews assigned to them. Responsible to ensure Eversource Contractor Storm Daily Time & Work Report 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 Eversource Contractor Storm Daily Time & Work Report 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 Eversource Contractor Storm Daily Time & Work Report is completed, signed, and forwarded to the designated state-specific mailbox.

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

- Wire Guard Group Managers – Coordinate the activities of contract wire guards assigned to them. Responsible to ensure Eversource Contractor Storm Daily Time & Work Report is completed, signed, and forwarded to the designated state-specific mailbox.

- Restoration Management Teams (RMTs) – Responsible to collectively assesses where to send crews, for the prioritization and dispatch of jobs based on the type of emergency, and provide each event number. Provides OMS Event Number.
- Dispatch – Responsible for ensuring that all restoration operations are implemented as described in procedures and other applicable documentation. Provides OMS Event Number.
- Authorized Contractor Representative – Designated Contractor person responsible for personnel and work identified on an Eversource Contractor Daily Time & Work Report. Responsible to ensure accurate time work and work performed is documented on the Eversource Contractor Daily Time & Work Report; Signs and submits daily to their authorized Eversource Representative.
- Contractor crews and other resources – Responsible for work assigned to them by an authorized Eversource Representative. Responsible to perform assigned work, and to report accurate time worked and work performed to the Contractor Representative.

1.4 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

1.5 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 Daily Time & Work Report process.
- Managing and documenting contractor work by having Eversource Contractor Daily Time & Work Report accurately completed by contractor crews, and signed by both applicable Contractor and Eversource representatives.

2. INSTRUCTIONS

2.1 Blue Sky

EP Resource Acquisition

1. Work with Procurement to obtain written agreements with identified contract companies that include the Eversource Contractor Storm Daily Time & Work Report process and Timesheet form instructions.
2. Review and revise this procedure as applicable.
3. Instructing contracting company on Eversource Contractor Storm Daily Time & Work Report process and Timesheet form instructions

Procurement

1. Work with EP Logistics to obtain written agreement with contract companies that include the Eversource Contractor Storm Daily Time & Work Report process and Timesheet form 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 Eversource Contractor Daily Time & Work Report.

2.2 Pre-Event

EP Resource Acquisition

1. Ensure a copy of the Eversource Contractor Storm Daily Time & Work Report and its instructions are included in all contractor hire emails.

ERSG, ERFC, Vegetation Management, Damage Assessment Coordinators, Service Field Supervisors, and Wire Guard Group Managers

1. Ensure instructions on the Eversource Contractor Storm Daily Time & Work Report process and use of the Timesheet form is provided to Contractor Representatives and contractor crews upon hire.

2.3 On-Boarding

ERSG, ERFC, Crew Guide, Vegetation Management, Damage Assessment Coordinators, Service Field Supervisors, and Wire Guard Group Managers

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

Contractor Representative and Contract Crews

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

2.4 Daily Operations During an Event

ERFC and Crew Guides

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

Damage Assessment Coordinators, Service Field Supervisors, and Wire Guard Group Managers

1. Ensure the Eversource Contractor Storm Daily Time & Work Report form is completed, validated, and signed by the applicable Contractor Representative.
2. Once the completed and validated form is signed by the applicable Contractor Representative, sign the form, and give a copy to the contractor.
3. Email the form to the appropriate designated state mailbox.
4. Send the remaining hard copy to the applicable Unit Leader.

Restoration Management Teams or Dispatch

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

Contractor Representative and Contract Crews

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

2.5 Designated State Mailboxes

- Connecticut: ct.resourceacquisition@eversource.com
- New Hampshire: nh.resourceacquisition@eversource.com
- Massachusetts: ma.resourceacquisition@eversource.com

2.6 Eversource Contractor Storm Daily Time & Work Report Form Instructions

The following information must be documented daily on an Eversource Contractor Storm Daily Time & Work Report form by each Contractor Representative[2]: See *Attachment 1, Eversource Contractor Storm Daily Time & Work Report*. The instructions for completing the timesheet are shown in *Attachment 2, Eversource Contractor Storm Daily Time & Work Report Instructions*.

1. State where the work was performed
   (IF THE CONTRACTOR IS MOVED TO A DIFFERENT STATE TO WORK, THEY BEGIN A NEW TIMESHEET WITH THE TRAVEL TIME TO THE OTHER STATE)
2. Date work was performed
3. Storm Work Order
4. Contractor Name
5. Contractor Address
6. On-site Start Time
7. On-site End Time
8. Names of all working contractor personnel responsible to the listed Contractor Representative
9. Classification of listed contractor personnel (for example, Lineman, Apprentice)
10. Travel time from to/from Hotel to Work Reporting Location and Travel Time from Work Location to Work Location
11. Time waiting for assignment (Standby).
    NOTE: REGULATORY REQUIREMENT - SHOULD ONLY BE USED IF SIGNIFICANT DELAY IN RECEIVING ASSIGNMENT. DOES NOT IMPACT RATE
12. Time performing work
13. Description of each equipment/vehicle being used (for example, bucket truck, pick-up truck)

[2] Numbers correspond to Eversource Contractor Daily Time & Work Report form blocks. See Attachment 1.

14. Vehicle number/license plate for each equipment/vehicle being used
15. Hours each vehicle/equipment was used
16. Description (type of equipment or vehicle, such as Bucket Truck, Digger, Pickup Truck)
17. Quantity - Length (such as wire) or items (such as a bolt holder)
18. Unit of measurement (for example, feet, each)
19. Total Number of Hours (Sum of columns 10, 11, 12, and 15)
20. OMS Event Number of the described work – for Line, Tree, and Service
21. Town where the work was performed – for Line, Tree, Service, and Wire Guard
22. Circuit – For Damage Assessment use only
23. Description of Work (for example, replacement of pole/pole top, transformer, wire)
24. Event Start Time
25. Event End Time

Once the above required information is completed, the following items are documented:

26. Name of Contractor Representative
27. Contractor Representative Signature
28. Telephone Number of Contractor Representative
29. Date Timesheet signed by Contractor Representative
30. Name of Eversource Representative
31. Eversource Representee Signature
32. Date Timesheet signed by Eversource Representative

2.7 Demobilization

ERFC, Crew Guides, Vegetation Management, Damage Assessment Coordinators, Service Field Supervisors, and Wire Guard Group Managers

- Ensures all Eversource Contractor Storm Daily Time & Work Report forms are completed, signed, and submitted by Contractor Representatives prior to Contractor crews demobilized and released. See *Attachment 3, Completed Eversource Contractor Storm Daily Time & Work Report* for a sample completed timesheet.

3. SUMMARY OF CHANGES

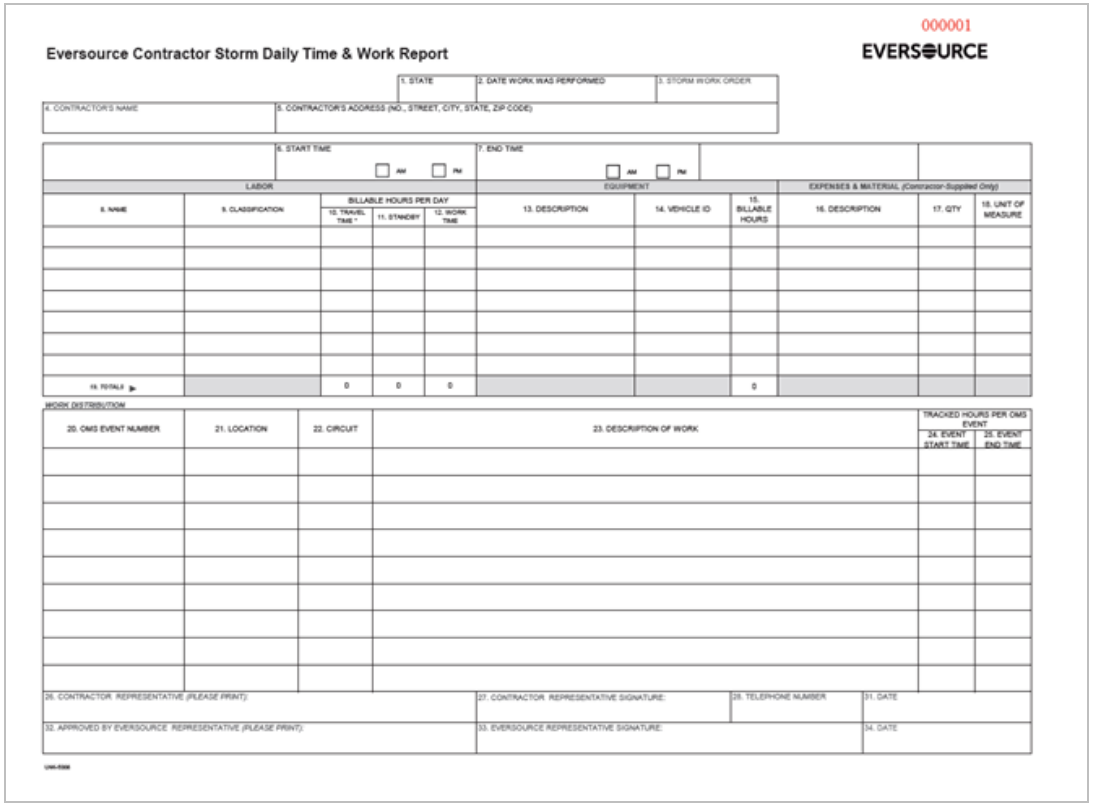
Revision 0

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 Daily Time & Work Report
(Sheet 1 of 1)



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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. STANDBY	12. WORK TIME	13. DESCRIPTION	14. VEHICLE ID	15. BILLABLE HOURS	16. DESCRIPTION	17. QTY	18. UNIT OF MEASURE
19. TOTALS ▶		0	0	0			0			

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	31. DATE

32. APPROVED BY EVERSOURCE REPRESENTATIVE (PLEASE PRINT):	33. EVERSOURCE REPRESENTATIVE SIGNATURE:	34. DATE

Attachment 2
Eversource Contractor Storm Daily Time & Work Report Instructions
(Sheet 1 of 1)

Eversource Contractor Storm Daily Time & Work Report Instructions

Purpose. This Eversource Contractor Storm Daily Time & Work Report records details of emergency event time worked and worked performed by contractors. These sheets provide detail work documentation, and a reference for any invoicing.

THIS TIMESHEET IS FOR USE ONLY UPON ARRIVAL ON EVERSOURCE PROPERTY AND SHOULD NOT BE USED FOR TRAVEL TIME FROM HOME BASE AND BACK TO HOME BASE. ONCE CONTRACTOR IS PUT TO WORK THE WORK RATE APPLIES FOR ALL HOURS WORKED (Travel, Standby, Work)

Preparation. The authorized Eversource Representative ensures the Eversource Contractor Storm Daily Time & Work Report is completed and validated. It is signed by the Contractor Representative and submitted to and signed by Eversource Representative daily. Personnel should document time worked, relevant work that occurred and material used.

Distribution. Blank Eversource Contractor Storm Daily Time & Work Report are provided to Contractor Representatives. The reports are submitted by the authorized Eversource Representative to the designated state-specific mailbox end of each day[1].

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
2	Date Work Was Performed	Self-Explanatory
3	Storm Work Order	Provided by the Eversource Representative
4	Contractor Name	Self-Explanatory
5	Contractor Address	Self-Explanatory
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: TIME ENTERED IS PAID AT WORKING RATES HOURS	
10	Travel Time *	Travel time to/from Hotel to Work Reporting Location and mobilizing and demobilizing to Eversource.
11	Standby	Time onsite waiting to be put to work.
12	Work Time	Time performing work (Restoration)
13	Description	Type of equipment or vehicle (e.g., Bucket Truck, Digger, Pickup Truck
14	ID	Equipment number or license plate Number
15	Billable Hours	Hours equipment or vehicle in use
16	Description	Expenses (e.g., meals, tolls) and Material charged back by contractor. **DOES 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
20	OMS Event Number	Provided by Eversource Dispatcher
21	Location	Location work performed in – For Line, Tree, or Service
22	Circuit	Circuit being assessed for damage – FOR DAMAGE ASSESSORS ONLY
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 Representative Signature	Enter Approval Signature of Contractor Representative
28	Telephone Number	Phone Number of Authorized Contractor Representative
29	Date	Self-Explanatory
30	Approved by Eversource Representative	Printed Name of the Authorized Eversource Representative
31	Eversource Representee Signature	Enter Approval Signature of Authorized Eversource Representative
32	Date	Self-Explanatory

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

Attachment 3
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	7. END TIME
9/2/2021 0600 ☑ AM ☐ PM	09/02/2021 2200 ☐ AM ☑ PM

LABOR

8. NAME	9. CLASSIFICATION	BILLABLE HOURS PER DAY 10. TRAVEL TIME *	11. STANDBY	12. WORK TIME
Bruce Wayne	Lineman	2		14
Dick Grayson	Apprentice	2		14
Clark Kent	Foreman	2		14
Diana Prince	Safety	4		12
Victor Stone	Mechanic			16
18. TOTALS ▶		10	0	70

EQUIPMENT

13. DESCRIPTION	14. VEHICLE ID	15. BILLABLE HOURS
Bucket Truck	12345	16
Pole Trailer	123789	16
Pickup Truck	343547	16
Pickup Truck	87785	16
Mechanic Truck	345852	16
		80

EXPENSES & MATERIAL (Contractor-Supplied Only)

16. DESCRIPTION	17. QTY	18. UNIT OF MEASURE
Service Wire	100	ft
Conduit	10	ft
Fuse holder	1	each
Lunch	$10	N/A

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	1800
234567	Glastonbury		Removed tree from wire, reseg	1800	2000
345678	Plainfield		No problem found	2000	2200
N/A	Many		Foreman 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