



November 4, 2021

GUIDANCE ON COMPLIANCE WITH ENERGY SAFETY NOTIFICATION REGULATIONS

BACKGROUND

On September 13, 2021, pursuant to Government Code Sections 11346.1 and 11349.6, the Office of Administrative Law (OAL) approved the Office of Energy Infrastructure Safety's (Energy Safety) emergency regulations governing its rules of practice and procedure (RPP). This OAL action adopted into Title 14, California Code of Regulations (CCR), Sections (§§) 29000 through 29302.¹

Under the provisions of Energy Safety's RPP, §29300, regulated entities are required to notify Energy Safety within 12 hours of observing:

1. A fault, outage, or other anomaly that may lead to a fault or outage on infrastructure it owns or operates occurring within the vicinity of a fire requiring response from a fire suppression agency; or
2. A wildfire threat that poses a danger to infrastructure it owns or operates requiring a response from a fire suppression agency.

Additionally, under the same provision, regulated entities must notify Energy Safety within four hours of receiving notice that infrastructure it owns or operates is being investigated by a governmental agency for involvement in potentially causing an ignition.

This guidance document provides additional direction and clarification to regulated entities for compliance with the above notification requirements.

NOTIFICATION CONTENT

In keeping with its objectives to make data-driven decisions and to pursue continuity in data reporting, Energy Safety requires regulated entities to provide a written narrative transmitted via electronic mail and data attached in a Microsoft Excel spreadsheet template. At a minimum, the written narrative must include the following:

1. The date and time of the incident
2. The location of the incident (i.e., latitude/longitude, address, cross streets, city, county, etc.) to the greatest granularity/detail known
3. The circuit(s) involved in the incident, including circuit voltage
4. Whether the location is in a High Fire Threat District area, and if so, which tier

¹ OAL Matter Number: 2021-0903-01.



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5. Whether there were any circuit interruptions, including the number of customers impacted and duration (in customer minutes interrupted), if there were any interruptions?
6. The name of the responding lead fire suppression agency
7. Fire size, if suppressed and known at time of notification
8. Whether there were any reported injuries, fatalities, or property damage resulting from the incident
9. A summary of facts regarding the incident known at the time of reporting, including but not limited to, suspected cause, asset/structure IDs of involved infrastructure, and third-party involvement (if applicable)

In addition to the written narrative, notifications submitted pursuant to Energy Safety’s RPP, §29300 shall also include an attached Excel spreadsheet with data pertinent to the notice. To ensure consistency in data reporting and to minimize user entry errors, regulated entities are required to use a template provided by Energy Safety, as detailed in Attachment A.² The template spreadsheet includes drop-down menus for certain fields with preset values to choose from. Regulated entities must enter values in the spreadsheet for all fields where information is known, but at a minimum, must provide values in all fields marked as “Required.” The field values in the spreadsheet are largely modeled from the “Ignitions” data schema in the Energy Safety GIS Data Reporting Standard with some modifications to accommodate data specific to notifications.³

In general, Energy Safety expects each notification submitted pursuant to its RPP, §29300 to be accompanied by a written narrative, as detailed above, and include a single row of data submitted with the template provided by Energy Safety and including all required data, at a minimum. However, in some situations when extreme weather events occur, it may be possible that several events meeting the Energy Safety notification requirements occur simultaneously. In such situations, it is permissible for regulated entities to submit a single notification (i.e., one written narrative and a single spreadsheet), granted that each qualifying event is clearly demarcated in the written narrative and a unique row is provided in the spreadsheet for each event.

² A Microsoft Excel version of this template is being transmitted to regulated entities with the service of this guidance document.

³ The Energy Safety GIS Data Reporting Standard is available through the “Data” case on Energy Safety’s e-Filing System at: <https://efiling.energysafety.ca.gov/eFiling/Getfile.aspx?fileid=51719&shareable=true>.



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SUBMISSION

Energy Safety directs regulated entities to submit notifications pursuant to the requirements of RPP §29300 via electronic mail to the following inboxes:

1. Compliance@energysafety.ca.gov
2. Data@energysafety.ca.gov
3. Energy Safety, Director (caroline.thomasjacobs@energysafety.ca.gov)
4. Compliance Assurance Division, Program Manager (koko.tomassian@energysafety.ca.gov)
5. Data Analytics Division, Data Manager (Stephen.lai@energysafety.ca.gov)

Sincerely,

A handwritten signature in black ink, appearing to read "Koko Tomassian".

Koko Tomassian
Program Manager, Compliance Assurance Division

Cc: Caroline Thomas Jacobs, Director, Energy Safety
Stephen Lai, Data Manager, Energy Safety



State of California – A Natural Resources Agency

Gavin Newsom, Governor

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ATTACHMENT A



ENERGY SAFETY NOTIFICATION DATA SPREADSHEET TEMPLATE

Below are details on the schema Energy Safety notification data spreadsheet template. A blank template of this spreadsheet is provided to all regulated entities with the issuance of this guidance document. All regulated entities must complete all required fields upon submission of a notification, as well as any additional fields with known data.

| Field Name | Field Description | Required¹ |
|-------------------|--|-----------------------------|
| Notification Date | Date the notification was sent to Energy Safety, in MM/DD/YYYY, 00:00 AM/PM format (e.g., 11/01/2021, 01:35 PM). | Yes |
| Notification Type | Regulatory requirement under which the notification is provided. Possible values: <ul style="list-style-type: none">• 29300(a)(1)• 29300(a)(2)• 29300(b) | Yes |
| Utility ID | Standardized identification name of the utility. Possible values: <ul style="list-style-type: none">• BV• HWT• Liberty• PacifiCorp• PG&E• SCE• SDG&E• TBC | Yes |
| Confidential | Does the regulated entity consider this record confidential? Possible values: <ul style="list-style-type: none">• Yes• No | Yes |

¹ Fields with “Possibly” noted for this column are potentially required depending on the circumstances of the event leading to the notification. For example, a “Transmission Outage ID” is only required if the involved infrastructure is on the transmission system and an outage is observed. Conditional requirements are explained in the “Field Description” column for each field value.



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| Field Name | Field Description | Required ¹ |
|------------------------------|---|-----------------------|
| Incident Start Date and Time | Date and time the regulated entity observed the outage, fault, anomaly, wildfire threat to infrastructure, or was notified by a governmental agency of its infrastructure being investigated for causing an ignition, which led to the need for the notification. Date and time must be submitted in MM/DD/YYYY, 00:00 AM/PM format (e.g., 11/01/2021, 01:35 PM). | Yes |
| Incident Start Year | Year (in YYYY format) the regulated entity observed the outage, fault, anomaly, wildfire threat to infrastructure, or was notified by a governmental agency of its infrastructure being investigated for causing an ignition, which led to the need for the notification. | Yes |
| County | County where the event requiring notification occurred. | Yes |
| District | Operating district where the event requiring notification occurred. | Yes |
| Latitude | Latitude of event point (in decimal degrees). | Yes |
| Longitude | Longitude of event point (in decimal degrees). | Yes |
| HFTD Class | The CPUC high-fire threat district (HFTD) area the event requiring notification intersects. For this data, anything outside Tiers 2 and 3 must be categorized as “Non-HFTD.” Do not record any Zone 1 values. HFTD data can be downloaded from: https://ia.cpuc.ca.gov/firemap . Possible values: <ul style="list-style-type: none"> • Tier 3 • Tier 2 • Non-HFTD | Yes |



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| Field Name | Field Description | Required ¹ |
|------------------------------|---|-----------------------|
| Origin Land Use | Status of land at the origin of the event requiring notification. Possible values: <ul style="list-style-type: none"> • Rural • Urban Urban is defined as more than 1,000 people per square mile using U.S. Census data at the tract level or smaller units. All other areas will be considered rural. | No |
| Material at Origin | Fuel material at the event origin. Possible values: <ul style="list-style-type: none"> • Vegetation • Structure • Other – See comment | No |
| Material at Origin Comment | Fuel material not listed in the above options. This field should only have information if a value is entered and “Other – See comment” is selected for “Material at Origin.” | No |
| Fuel Bed Description | Type of fuel bed existing at the event location. Possible values: <ul style="list-style-type: none"> • Fire-resistive fuel bed - Fuel bed not conducive to propagating fire where damage occurred (e.g., asphalt, concrete, gravel, etc.). • Grass fuel model - Fuel bed comprised of annual grasses where damaged occurred. • Brush fuel model - Fuel bed comprised of mainly brush or shrubs where damage occurred (e.g., chamise, manzanita, chaparral, scotch broom, etc.). • Timber fuel model - Fuel bed comprised of a timber where damaged occurred (e.g., forests, timber litter, logging slash, etc.). • Other - See comment | No |
| Fuel Bed Description Comment | Fuel bed description not listed in the above options. This field should only have information if a value is entered and “Other – See comment” is selected for “Fuel Bed Description.” | No |



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| Field Name | Field Description | Required¹ |
|----------------------------|---|-----------------------------|
| Circuit ID | ID of circuit(s) associated with involved infrastructure. This will be a unique standardized identification name of the circuit(s). This field value must correspond with matching field values provided pursuant to the Energy Safety GIS Data Reporting Standard. | Yes |
| Circuit Voltage | Voltage (in kilovolts) associated with the circuit. Do not use more than two decimal places. | Yes |
| Substation ID | Unique ID of the substation supplying the involved circuit. This field value must correspond with matching field values provided pursuant to the Energy Safety GIS Data Reporting Standard. | Yes |
| Nearest Weather Station ID | Unique ID of weather station closest to the infrastructure subject to the notification. This field value must correspond with matching field values provided pursuant to the Energy Safety GIS Data Reporting Standard. | Yes |
| RFW Status | Was there a red flag warning (RFW) issued by the National Weather Service (NWS) in effect at the event location at the time of the event? Possible values: <ul style="list-style-type: none"> • Yes • No | Yes |
| RFW Issue Date and Time | The date and time when the NWS issued the RFW in effect at the event location at the time of the event. This field is only required if “Yes” is selected for the “RFW Status” field. | Possibly |
| FWW Status | Was there a fire weather watch (FWW) issued by the NWS in effect at the event location at the time of the event? Possible values: <ul style="list-style-type: none"> • Yes • No | Yes |
| FWW Issue Date and Time | The date and time when the NWS issued the FWW in effect at the event location at the time of the event. This field is only required if “Yes” is selected for the “FWW Status” field. | Possibly |



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| HWW Status | Was there a high wind warning (HWW) issued by the NWS in effect at the event location at the time of the event? Possible values: <ul style="list-style-type: none"> • Yes • No | Yes |
| HWW Issue Date and Time | The date and time when the NWS issued the HWW in effect at the event location at the time of the event. This field is only required if “Yes” is selected for the “HWW Status” field. | Possibly |
| Detection Method | The method by which the regulated entity first learned of the outage, fault, anomaly, wildfire threat to infrastructure, or was notified by a governmental agency of its infrastructure being investigated for causing an ignition, which led to the need for the notification. Possible values: <ul style="list-style-type: none"> • Camera • Fire agency • Public • Satellite • Utility staff • Other – See comment | Yes |
| Detection Method Comment | Detection method description not listed in the above options. This field is only required if “Other – See comment” is selected for the “Detection Method” field. | Possibly |
| Fire Size | Size, in acres unless otherwise indicated, of fire resulting from the event requiring notification. Possible values: <ul style="list-style-type: none"> • Structure only • < 3 meters linear travel • < 0.25 • 0.26-9.99 • 10-99 • 100-299 • 300-999 • 1,000-4,999 • 5,000+ • Unknown | Yes |



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| Field Name | Field Description | Required ¹ |
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| Suppressed By | Entity responsible for suppressing the event requiring notification. Possible values: <ul style="list-style-type: none"> • Customer • Fire agency • Self-extinguished • Utility • Unknown | Yes |
| Suppressing Agency | If the “Suppressed By” field has the value of “Fire agency”, enter the fire department name. | Possibly |
| Fire Investigation | Whether the fire authority having jurisdiction investigated the event requiring notification and the status of the investigation. Possible values: <ul style="list-style-type: none"> • Yes – Complete • Yes – Pending • No | Yes |
| Fire AHJ | The investigating fire agency name. This field is only required if “Yes – Complete” or “Yes – Pending” is selected for the “Fire Investigation” field. | Possibly |
| Outage Status | Was there an outage associated with the event requiring notification? Possible values: <ul style="list-style-type: none"> • Yes • No | Yes |
| TOutage ID | A unique ID for the transmission outage event. This field value must correspond with matching field values provided pursuant to the Energy Safety GIS Data Reporting Standard. This field is only required if transmission infrastructure is involved, and “Yes” is selected for the “Outage Status” field. | Possibly |
| DOutage ID | A unique ID for the distribution outage event. This field value must correspond with matching field values provided pursuant to the Energy Safety GIS Data Reporting Standard. This field is only required if distribution infrastructure is involved, and “Yes” is selected for the “Outage Status” field. | Possibly |



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| Suspected Initiating Cause | Suspected initiating event of the outage, fault, anomaly, wildfire threat to infrastructure, or was notified by a governmental agency of its infrastructure being investigated for causing an ignition, which led to the need for the notification. Possible values: <ul style="list-style-type: none"> • Object contact • Equipment failure • Wire-to-wire contact • Contamination • Normal operation • Vandalism/theft • Lightning • Unknown • Other – See comment | Yes |
| Suspected Initiating Cause Comment | Suspected initiating event not listed in the above options. This field is only required if “Other – See comment” is selected for the “Suspected Initiating Cause” field. | Possibly |
| Determination | The entity relied upon to make the determination used to fill in the value of the “Suspected Initiating Cause” field above. Possible values: <ul style="list-style-type: none"> • Utility personnel • Fire agency • Other – See comment | Yes |
| Determination Comment | Entity relied upon for determination not listed in the above options. This field is only required if “Other – See comment” is selected for the “Determination” field. | Possibly |



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| Equipment Failure | Description of equipment involved in the event if “Equipment failure” is the value of the “Suspected Initiating Cause” field. If “Equipment failure” is not the value of the “Suspected Initiating Cause” field, enter “N/A.” Possible values: <ul style="list-style-type: none"> • Anchor/guy • Capacitor bank • Conductor • Connector device • Crossarm • Fuse • Insulator and bushing • Lightning arrester • Pole • Recloser • Relay • Sectionalizer • Splice • Switch • Tap • Tie wire • Transformer • Voltage regulator/booster • Unknown • Other - See comment • N/A | Yes |
| Equipment Failure Comment | Equipment involved in the event if not listed above. This field is only required if “Other – See comment” is selected for the “Equipment Failure” field. | Possibly |



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| Field Name | Field Description | Required ¹ |
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| Object Contact | Description of the object involved in contact “Object contact” is the value of the “Suspected Initiating Cause” field. If “Object contact” is not the value of the “Suspected Initiating Cause” field, enter “N/A.” Possible values: <ul style="list-style-type: none"> • Vegetation • Animal • Balloon • Vehicle contact – car pole • Vehicle contact – aircraft • 3rd part facility • Unknown • N/A • Other – See comment | Yes |
| Object Contact Comment | Description of object involved in contact if not listed above options. This field is only required if “Other – See comment” is selected for the “Object Contact” field. | Possibly |



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| Field Name | Field Description | Required ¹ |
|----------------------------|---|-----------------------|
| Facility Contacted | <p>The first facility that was contacted by an outside object. Only to be used if “Object contact” is selected as the value of the “Suspected Initiating Cause” field.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • Bushing mounted cutout • Capacitor bank • Communications line • Conductor - Primary • Conductor - Secondary • Conductor - Transmission • Crossarm • Fuse • Guy/span wire • Insulator • Jumper • Support structure (pole or tower) • Pothead • Recloser • Riser • Service connector • Service drop • Splice/clamp/connector • Switch • Tie wire • Transformer • Voltage regulator • Other - See comment | Possibly |
| Facility Contacted Comment | Any contacted facility that is not listed above. If multiple facilities listed above were contacted, list them here. | Possibly |
| Additional Notes | Additional information regarding the event requiring notification that is not included in this schema. | No |