
Appendix A – Change in Unit Status Report Form

Complete the following *Change in Unit Status Report Form* whenever you purchase, deactivate or reactivate a unit from service.

If a unit is deactivated (retired), continue to report that unit for the remainder of the calendar year using the instructions shown on Section III of the *GADS Data Reporting Instructions*. Please fill out the unit information in the Unit Purchase/Retirement section, and also the Unit Deactivation information.

If a unit is purchased, continue to report that unit for the remainder of the calendar month using the instructions shown on Section III of the *GADS Data Reporting Instructions*. Submit the completed *Change in Unit Status Report Form* to gads@nerc.net. Please fill out both sections of the Unit Purchase/Retirement section, including original company and new company information. If you do not know who the new company is, please contact NERC or your Regional Coordinator.

If a unit changes owners at a company level, but keeps the same utility and unit information, keep reporting under the same utility and unit codes. Please fill out the NCR number information for Original Company NCR Number and New Company NCR Number.

If a unit was previously retired but has come back into service, fill out the reactivation part on page A-3.

Regional Coordinator information can be found at the NERC website.
<http://www.nerc.com/pa/RAPA/gads/Pages/default.aspx>

Change in Unit Status Report Form

Unit Purchase/Retirement Information:

Company NCR Number **NCR**

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Original Utility Code

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Original Unit Code (s)

Sold date:

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Month

--	--

Day

--	--

Hour

--	--

Year

--	--	--	--

New Company NCR Number **NCR**

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New Utility Code (optional)

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New Unit Code (s) (optional)

Unit Deactivation Information:

Deactivation date: Month Day Hour Year

Reason(s) for deactivation:

Do you plan on reactivating the unit, and if so, what (month/year)?

No Yes Month Year

What major equipment work, if any, will be done while the unit is inactive?

Unit Reactivation Information:

Reactivation date: Month Day Hour Year

Reason(s) for reactivation:

What major equipment work, if any, was done while the unit was inactive?

(Submit new design data as needed)