Appendix A: Change in Unit Status Report Form

Complete the following Change in Unit Status Report Form whenever a unit is purchased, deactivated or reactivated from service.

If a unit is deactivated (retired), continue to report that unit for the remainder of the calendar year using the instructions shown in Section III of the GADS Data Reporting Instructions. Fill out the unit information in the Unit Purchase/Retirement section, and also the Unit Deactivation information. Submit the completed Change in Unit Status form to gads@nerc.net.

If a unit is purchased, continue to report that unit for the remainder of the calendar month using the instructions shown in 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, contact NERC or your Regional Coordinator. Regional Coordinator information can be found at the NERC website. http://www.nerc.com/pa/RAPA/gads/Pages/default.aspx

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. 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.
Appendix A: Change in Unit Status Report Form

Seller Information

Unit Purchase / Retirement
(This page should be filled out by the seller. Please provide this Form to the buyer to have the buyer information filled out.)

Company NCR: [ ] [ ] [ ] [ ]
Number

Original Utility Code: [ ] [ ] [ ]

Entity Contact Name: _______________________
Entity Contact Email: _______________________
Entity Contact Phone: _______________________

Original Unit Code (s)

Sold date: Month [ ] [ ] Day [ ] [ ] Hour [ ] [ ] Year [ ] [ ] [ ] [ ]
Buyer Information

Unit Purchase
(This page should be filled out by the buyer.) To search for NCR numbers go to: https://www.nerc.com/pa/comp/Pages/Registration.aspx, and then navigate down the page to Registration > Compliance Registry Files > NERC Active Entities List.

New Company NCR Number

New Utility Code:

New Unit Code(s)

Entity Contact Name:

Entity Contact Email:

Entity Contact Phone:

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:

Entity Contact Name: ____________________________
Entity Contact Email: ____________________________
Entity Contact Phone: ____________________________

Reactivation date: [ ] [ ] [ ] [ ] [ ]

Reason(s) for reactivation:

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

(Submit new design data as needed)