

Appendix A: Change in Unit Status Report Form

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

If a unit is deactivated (retired), ***the retirement process has been updated. Please do not use this form.***

The updated retirement process can be done directly in webE-GADS. Please see the updated process on the NERC website.

https://www.nerc.com/pa/RAPA/gads/GADSCOSummariesDL/GADS_ChangeOrder_13_Phase_2_20200428.pdf

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/Transfer 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.

Seller Information

Unit Purchase / Transfer

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

Company Number NCR

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Entity Contact Name: _____

Entity Contact Email: _____

Original Utility Code:

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Entity Contact Phone: _____

Original Unit Code (s)	<table border="1" style="border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																									<table border="1" style="border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																									<table border="1" style="border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																								

Sold date:	Month	Day	Hour	Year										
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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

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Entity Contact Name: _____

New Utility Code:

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Entity Contact Email: _____

New Unit Code (s)

Entity Contact Phone: _____

Unit Deregistration Information

Deregistration date:

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Month

--	--

Day

--	--

Hour

--	--

Year

--	--	--	--

Reason(s) for deregistration:

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

No

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 Yes

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Month

--	--

Year

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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: Month Day Hour Year

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Reason(s) for reactivation:

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

(Submit new design data as needed)