



VIRGIN ISLANDS WATER & POWER AUTHORITY  
TRANSMISSION & DISTRIBUTION DIVISION

Naming of LINE Devices  
STANDARD OPERATING PROCEDURE  
April 12, 2012

APPROVED

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date 4/12/12

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date 7/27/12

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date

Standard Operating Procedure - Naming Convention for Line Devices

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## Naming Convention for all Line Devices:

TSW – Tie Switch

CAP – Capacitor

ISW – Inline Switch

VRG– Voltage Regulator

REC – Recloser

UGS – Underground Switch

### Normal Convention

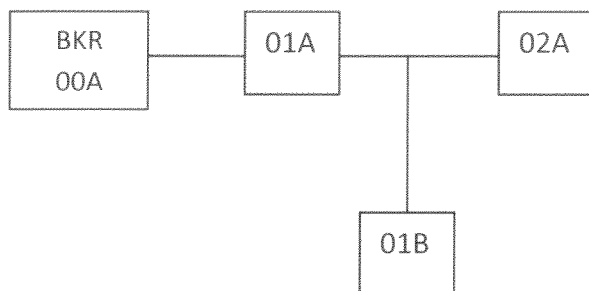
Device name		Feeder #		Device Order from Breaker		Location
↓		↓		↓		↓
SW	-	2A	-	1A	-	xxxx

Example: ISW-2A-1A-TIDE

All “Location” must only be alpha-numeric (Letters and Numbers).

### Switch Order from Breaker

All devices will follow the numbering scheme based on the main feeder. For a three-phase branch, the device will be the same number of the previous up-line device but will now have the letter “B”.



### Convention for Tie Switch

Device name		Feeder #		Feeder #		Location
↓		↓		↓		↓
TSW	-	2A	-	3A	-	xxxx

Example: TSW-02A-03A-SOSH

Tie between Feeder 2A and Feeder 3A on South Shore

### Other Examples

CAP -2A-1A-WELC	Capacitor on Feeder 2A, First on the Line, Mt. Welcome
CAP-2A-2A-COTV	Capacitor on Feeder 2A, Second on the Line, Cotton Valley
REC-2A-1A-CHEN	Recloser on Feeder 2A, First on the Line, Cheney Bay
REC-6A-0B-MORN	Recloser on Feeder 6A, Not on main feeder, it is on a 3-phase take off, that is up-line of the first recloser on the main feeder, Morning Star
VRG-1A-1A-HILL	Voltage Regulator, Feeder 1A, First on the Line, Hill St.
UGS-8A-1A-EAIR	Underground Switch, Feeder 8A, First on the line, East Airport Rd.
TSW-9A-10A-GROV	Tie Switch, Feeder 9A and Feeder 10A, Grove Place

## Tags

The tags recommended for this project are tags that allow for VIWAPA personnel to update each device name (if needed) when another device is added to the system. This will allow VIWAPA to update each tag instead of having to redo an entirely new tag for each device. See Figure 1.

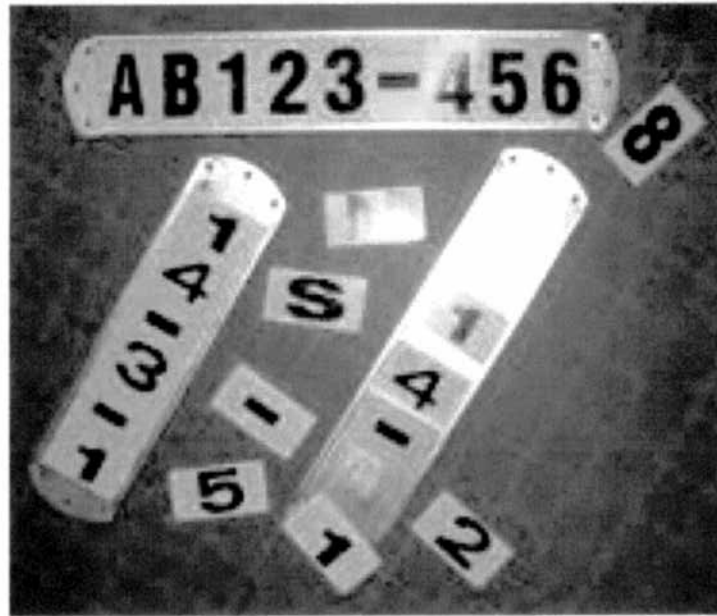


Figure 1.

# VIRGIN ISLANDS WATER AND POWER AUTHORITY

## SWITCHING & TAGGING ORDERS

Planned ( ☒ ) Emergency (    ) Clearance Requested (    )

STT

STX

**REASON** TO COMPLETE FEEDER 1 UNDERGROUND PROJECT.

Prepared By: R. ARTHUR BURTON DATE: 5/3/2010 APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Requested By: \_\_\_\_\_

Order Executed By: \_\_\_\_\_ DATE: \_\_\_\_\_

Time to be started: 4:00 AM Hour \_\_\_\_\_ DATE: 5/5/2011 Time work completed: \_\_\_\_\_ Hour: \_\_\_\_\_ Date \_\_\_\_\_

Step No.	By	Tag No.	Do The Following In Sequence	Completed	
				Time	By
1	LINE	ISW-1A-1A-REDB	OPEN DISCONNECT SWITCH AT FDR 1 RISER (RED BRICK)		
2	LINE	TSW-1A-6A-LBJG	TIE FDR 1 AND FDR 6, (SWITCH NEAR LBJ)		
3	CONTRACTOR		FORTESS PERFORMS AND COMPLETES WORK ON FDR 1 UNDERGROUND		
4	LINE	ISW-1A-2A-SEAP	OPEN SWITCH NEAR SEA PLANE		
5	PLANT	BREAKER #	OPEN FDR 2 BREAKER		
6	LINE	TSW-1A-2A-HILL	SEPARATE FDR1 AND FDR 2 AT SWITCH NEAR DOC JAMES (HILL ST.)		
7	PLANT	BREAKER #	CLOSE FDR 2 BREAKER		
8	LINE	ISW-1A-2A-SEAP	CLOSE SWITCH NEAR SEA PLANE		
9	LINE	ISW-1A-1A-REDB	CLOSE DISCONNECT SWITCH AT FDR 1 RISER (RED BRICK)		
10	PLANT	BREAKER #	CLOSE FDR 1 BREAKER		
11	LINE	TSW-1A-6A-LBJG	SEPRATE FDR1 AND FDR 6, (SWITCH NEAR LBJ)		
12					
13			***END OF SWITCHING ***		
14					
15					

Clearance Given To: \_\_\_\_\_ @ \_\_\_\_\_ Hour \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Clearance Relinquished: \_\_\_\_\_ @ \_\_\_\_\_ Hour \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Message Received By: \_\_\_\_\_ @ \_\_\_\_\_ Hour \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_