

## FAQ for USR Form

**Question: Do I need to create a new request to extend the completion date of an existing USR?**

**Answer:** No, you do not create a new USR for an extension. However, email the SCC Department at [SCC@lawa.org](mailto:SCC@lawa.org) if requesting a new completion date. This only applies to changes in dates – NOT SCOPE. Extension can be accepted by the SCC as long as the approved USR is still active. If approved USR is expired then the request can't be accepted, you will need to submit a new USR.

**Question: As a contractor – who should submit the USR to?**

**Answer:** Submit the USR to the LAWA Project Manager for initial review. Submit the USR electronically to the SCC at [SCC@LAWA.org](mailto:SCC@LAWA.org). The USR can also be completed online at <http://www.Connect2LAWA.org>.

**Question: How early should I submit the USR before I want to start working?**

**Answer:** The longer (earlier) the better. Allow about 4 weeks. If the request is submitted a few days from proposed date, the USR will be rejected.

**Question: Who should I place on the Application as the 'Contact Person'?**

**Answer:** Assure the person's name/phone number that you place in the form under the 'Contact Information' is the individual that will be the point of contact in case of any questions or any on-site work within the shifts requested.

**Question: If my request needs special consideration or RUSH – who do I talk to for expediting?**

**Answer:** USR's need to be submitted to the SCC a minimum of 30 days prior to the shutdown to adequately review details and impacts of the shutdown. No provisions are in place for expediting USR's. Contact your LAWA PM.

**Question: Do I need to notify anyone before I start my shutdown?**

**Answer:** Yes, you do need a copy of the approved USR because ARCC, OPS, Police or LAWA employee may request to see the approval. Please make sure if a vehicle is needed on the premises that a copy of the approved USR is left on the dash board.