Instructions for USR Form

LAX Project No.
The Contract No. should be a **T-LAX - #**. Please verify with your LAWA Project Manager if a T-LAX - # was assigned to your project.

Contractor Tracking #
This section is required. It is provided for the contractor to use their own Tracking # for their own reference.

LAWA Tracking #
The LAWA USR Tracking # will be assigned by the SCC.

LAX Project No.
Insert the Construction Project Name.

LAWA Project Manager
Insert the LAWA Project Manager.

Type of Utility
Select the applicable utility. If the utility is not listed, select Other and specify the utility.

Description of Place to Meet
Specify the location where you are going to meet with LAWA Shop personnel before the shutdown.

Specific Location
Specify the exact location where the shutdown of the utility will take place. Example: Terminal X, Room X, Panel X.

Affected Buildings/System
Summarize in one sentence what building/system or part thereof is being affected by the shutdown. Provide additional detail on page 2 Impact Analysis.

Purpose
Summarize in one sentence the purpose of the shutdown and what is to be accomplished during the shutdown.

Airfield, Terminal, Floor/Level, Landside
Specify the area where the shutdown will take place.

Contact Information
Provide contact information of the contractor and individual that will be present on site during the shutdown.

Shutdown Information
Provide correct Day/Date/Time of shutdown and restore time.

Comments
If contractor has additional pertinent information related to the shutdown not covered elsewhere in this application, insert it in the comments section.

Contractor Requestor's Name
Provide Name/Phone/Email information of the contractor who is requesting the shutdown.

Date Submitted
Insert the date the USR is submitted to the SCC. If the USR is submitted after 1pm, the date submitted is the next business day.

Instructions for USR Impact Analysis Form

Impacted Parties

For each Party, indicate whether it is or is not impacted by the shutdown. If a known Party is not listed, specify that Party under Other. If a Party is impacted describe in detail what the impact is.

Impacted Systems

For each System, indicate whether it is or is not impacted by the shutdown. If a known System is not listed, specify that System under Other. If a System is impacted describe in detail what the impact is.

Comments

Provide additional pertinent information related to the impacts of the shutdown not covered elsewhere in this Impact Analysis. Describe the field forensic investigations undertaken in support of this Impact Analysis including identification of drawings referenced and any other pertinent documents. Provide reference and attach any needed contingency plans to mitigate identified impacts.