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Civil Engineering

**PEAK ELECTRICAL DEMAND READINESS
PROCEDURES**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes standards and procedures to control peak electrical demand. The initiation and accomplishment of the established procedures are intended to minimize the Scott AFB peak electrical demand, conserve electrical energy, and reduce utility cost during the summer cooling season (Jun through Sep) when the electrical utility rate is highest. It applies to all organizations and personnel who work or reside on Scott AFB IL.

SUMMARY OF REVISIONS

This revision deletes HQ AWS from Atch 1 and adds the 126 ARW--no content change.

1. General. During the cooling season, the daily period of peak electrical demand consumption occurs between 1000 and 1600. The peak electrical demand is determined by the highest measured electrical demand recorded during any 15-minute on-peak period. The on-peak period is between the 11 consecutive hours commencing at 1000 and ending at 2100, Mon-Fri, 1 Jun-30 Sep, excluding the 4th of July and Labor Day. Demand charges during these 4 months account for approximately 46 percent of the total bill for this time period. The purpose of this instruction is to minimize these demand charges through systematic reduction in nonessential power requirements. The maximum peak electrical demand will be the highest peak electrical demand previously recorded within the past 12 months.

2. Responsibilities. Responsibilities for notifying and accomplishing peak electrical demand controls are listed as follows:

2.1. Monitoring Procedures. The Civil Engineering (CE) Energy Management and Control System (EMCS) operator will be responsible for monitoring the electrical demand remote meters. Civil Engineering will establish a checklist to be followed that will include as a minimum:

2.1.1. Operating instructions for monitoring equipment.

2.1.2. Minimum electrical demand to initiate agency notification. Notification will begin when demand reaches 15 percent less than the highest previous peak electrical demand occurring within the previous

12-month period, unless directed to use a different level by the Energy Steering Group.

2.1.3. Maximum demand allowed. The previous peak electrical demand will be the maximum allowed, unless directed to use a different level by the Energy Steering Group.

2.1.4. Telephone notification roster.

2.1.5. Termination of control procedures.

2.2. Notification Procedures. The CE Service Call Specialist and/or the EMCS operator will be responsible for initiating and terminating control procedures. The CE specialist/operator will notify the agencies as listed in [Attachment 1](#), to include the Base Operations dispatcher, who will initiate the Secondary Crash Phone System and repeat the message. The initial notification by the CE specialist/operator will state: "This is an electrical peak demand notification. Initiate control procedures according to SAFBI 32-1006."

2.3. Internal Notification Procedures. Each organization will establish an operating instruction (OI)/checklist to ensure compliance with control procedures as outlined by this instruction. This OI/checklist is critical and should be designed to ensure that the total implementation times of all agencies within the organization do not exceed 15 minutes due to peak demand charge determined by the highest electrical demand during any 15-minute period as stated in para [1](#). Each organization should periodically test their procedures to ensure they work. Should problems exist to prevent implementation within the designated time, notification should be submitted to the Base Energy Manager. The OI checklist should be reviewed and updated annually. A copy should be submitted to the Base Energy Manager, 375 CES/CEOE, for review and the 375 CES/CEO for approval. The OI checklist should include as a minimum:

2.3.1. Office of primary responsibility who will monitor and update procedures.

2.3.2. Point of contact (POC) in each agency that must be notified and actual notification procedures.

2.3.3. Control procedures (in a checklist-type format) to be used by each POC for continual monitoring, until the electrical peak demand notification is terminated. Each organization will include in their OI those energy conservation items that are unique to their office, any or all of the control procedures items listed in para [2.4](#). as they pertain to them, and identify the kilowatt reduction possible through these procedures.

2.4. Control Procedures. Upon receipt of peak electrical demand notification, all organizations will decrease their electrical demand as follows (except for mission-essential aircraft operation or maintenance, mission planning, critical administrative support), AFOSH (life, safety, or health), and technical order requirements:

2.4.1. All areas, to include administrative, hangar, and shop (except for mission-essential, AFOSH, and technical order requirements):

2.4.1.1. Window air conditioners. In areas that have access to outside windows, turn to OFF. In areas that have no other means of ventilation, turn to ventilation only. For areas that have mission-essential cooling requirements, turn to low cool.

2.4.1.2. Lights in rooms with exterior windows -- OFF.

2.4.1.3. Coffeemakers and any small appliance-type devices -- OFF.

2.4.1.4. Office copiers -- OFF.

2.4.1.5. Computer systems that are not considered absolutely essential -- OFF.

2.4.1.6. Watercoolers -- OFF.

2.4.1.7. Radios -- OFF (or on battery operation).

2.4.1.8. Fans -- OFF (or switch to lowest setting where necessary for ventilation only, not comfort cooling).

2.4.1.9. Reset all thermostats for a room temperature of 80 degrees Fahrenheit (except for mission required environmentally controlled areas).

2.4.2. Shop areas must also decrease electrical demand as follows (except for mission, AFOSH, and technical order requirements):

2.4.2.1. Discontinue arc welding.

2.4.2.2. Discontinue charging batteries in Battery Shop.

2.4.2.3. Reschedule nonmission tasks requiring large electrical requirements to work shifts where work can be started and finished prior to 1000 and/or after 1600, or on holidays or weekends.

2.5. Comfort Air Conditioning. Turn off comfort air conditioning in base facilities, as required, to maintain electrical demand below peak level. Do not reset until the electrical peak demand decreases below the notification level. The shut-off of comfort cooling will only be performed as the last effort in the event the initial notification procedures are not sufficient to reduce the peak demand level. *Use generator power as an alternative to turning off comfort air conditioning (where possible and without interruption to mission operation). Civil Engineering personnel will work with those organizations possessing this capability to provide adequate notification and perform generator checks.

2.6. Computer Systems Operations. It shall be the responsibility of all computer systems officers to delay optional batch processing and minimize the use of machine room peripheral devices between 1000 and 1600, consistent with mission requirements. All equipment not required for mission accomplishment should be powered down if there is no risk of damage.

2.7. Golf Course. Maintenance personnel will turn off the irrigation pumping stations for the golf course irrigation. Golf course personnel will discontinue charging golf cart batteries.

2.8. Housing Areas. The base Emergency Siren/Giant Voice System, along with Security Forces will announce the need for electrical peak power control in all housing areas. Occupants will be asked to minimize use of electricity until 1700, unless otherwise notified by Security Forces personnel.

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Base Civil Engineer

Attachment 1**DISTRIBUTION LIST--ORGANIZATIONS NOTIFIED BY CE
FOR PEAK ELECTRICAL DEMAND**

1. Base Civil Engineer, 375 CES/CC
2. Base Operations Dispatcher (Secondary Crash Phone System, 256-3375, 375 OSS/OSAA)
3. HQ USTRANSCOM, Facility Manager, 256-3224, HQ USTRANSCOM/TCDC-F
4. HQ AMC, Facility Manager, 256-4985, HQ AMC/DS
5. 126 ARW, 256-7941, 126 ARW/CC
6. AFAA, Area Audit Office, 256-5606, AFAA/AAO
7. Air Force Communications Agency (AFCA), Facility Manager, 256-4877, AFCA/CC
8. Air Force Combat Climatology Center, Commander, 256-5066, AFCCC/CC
9. Defense Information Technology Contracting Office, Office of Administration, 229-9627, DITCO/CC
10. 932d Airlift Wing (Air Force Reserve), Commander, 224-7111, 932 AES/SG
11. HQ AMC Computer Systems Squadron, Customer Service, 256-8160, HQ AMC CSS/CC
12. Commissary, 256-5711, DECA/EAN/SCT
13. American Red Cross, 256-3292, 375 AW/American Red Cross
14. AMC Band of MidAmerica, 256-4653, HQ AMC/BA
15. Corps of Engineering-Louisville District Project Engineer, 256-4733, CELRL-CD-WP-S
16. Aero Club, 256-2170, 375 SVS/SVRA
17. Army Air Force Exchange Service, 744-0700, 375 SVS/AAFES
18. Defense Investigative Service, 256-3030, OGPSL
19. Defense Automated Printing Service Detachment Office, 256-4686, DAPS
20. 3rd Field Investigations Region, 256-8622, 3RD FIR/CC
21. Det 301, 3rd Field Investigative Region, 256-1852, DET 301/OSI
22. Global Patient Movement Requirements Center, 256-4463, 375 AES/CC
23. OL-FP 694 Intelligence Group, 256-3621, HQ USTC/CSG
24. Tanker Airlift Control Center, Commander, 256-8209, TACC/CC
25. USAF Judiciary Area Defense Counsel, 256-3246, AFLSA/ADC
26. Defense Reutilization and Marketing Service, 256-1649, DRMS/VAH
27. 375th Airlift Wing, 256-7802, 375 AW/CC
28. 375th Airlift Wing History, 256-3128, 375 AW/HO
29. 375th Comptroller Squadron, 256-2665, Ext. 203, 375 AW/FM
30. 375th Medical Group, 256-7414, 375 MDG/CC
31. 375th Dental Services Squadron, 256-2750, 375 DS/SGD
32. 375th Aeromedical Staging Flight, 256-5837, 375 AMDS/SGPW

33. 375th Aerospace Medicine Squadron, 256-7439, 375 AMDS/SGP/CC
34. 375th Communications Squadron, Job Control, 256-4094, 375 CS/CC
35. 375th Computer Systems Squadron, Maintenance Control, 256-4094, 375 CSS/CC
36. 375th Logistics Group, 256-5630, 375 LG/CC
37. 375th Contracting Squadron, 256-9320, 375 CONS/LGC
38. 375th Logistics Support Squadron, 256-2391, 375 LSS/CC
39. 375th Maintenance Squadron, 256-3150, 375 MXS/CC
40. 375th Supply Squadron, 256-2291, 375 SUPS/CC
41. 375th Transportation Squadron, 256-2004, 375 TRNS/CC
42. 375th Operations Group, 256-3608, 375 OG/CC
43. 11th Airlift Squadron, 256-5038, 11 AS/CC
44. 375th Operational Support Squadron, 256-4493, 375 OSS/CC
45. 375th Aeromedical Evacuation Squadron, 256-3070, 375 AES/CC
46. 458th Airlift Squadron, 256-5328, 458 AS/CC
47. 375th Support Group, Executive Office, 256-3283, 375 SPTG/CC
48. 375th Services Squadron, Orderly Room, 256-3301, 375 SVS/CC
49. 375th Mission Support Squadron, 256-2126, 375 MSS/CC
50. 375th Security Forces Squadron, 256-2223, 375 SFS/CC