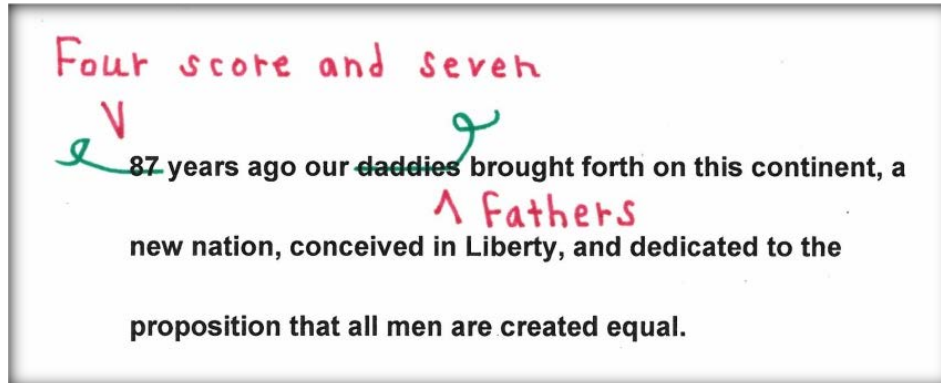


How to Mark Up and Submit a Standard for Revision



1. Scope

This document outlines the steps for marking up and submitting a Seattle City Light (SCL) standard for revision. Types of markups, editing conventions, and the mechanics of submission are discussed.

2. Application

This document is directed at users of Seattle City Light standards who wish to submit corrections or additions to published SCL standards.

3. General Discussion

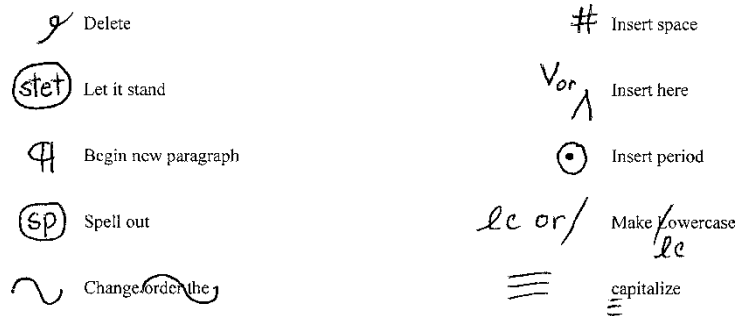
Standards routinely receives requests to make corrections or additions to our published documents. Requests often vary widely in their completeness and clarity. To help ensure that such requests are addressed quickly and efficiently, we have outlined the main points of submitting such requests in the following sections.

4. Markup Conventions

Requests to change the content of a published SCL document may involve corrections, deletions or additions to data or instructions in text, figures or tables. Please follow the following instructions when submitting a document for revision:

- Use the most current version of the document. The current published version can be accessed via the Standards Library at: www.seattle.gov/light/engstd/
- Refer to specific sections, figures or tables when making a request; or mark up the standard directly (either by hand or via pdf).
- Use standard proofreader's marks if possible. Refer to Figure 4. Standards will gladly accept markups not employing such marks.

Figure 4. Proofreaders' Marks



For a complete list of proofreaders' marks, please refer to the Chicago Manual of Style at www.chicagomanualofstyle.org/tools_proof.html.

5. Mechanics of Submission

Edits may be submitted via hard copy or email. See Appendices A and B for examples of each.

Submit request to the appropriate standards coordinator. Each member of the Standards team is assigned a technical area of responsibility. Contact SCL's standards supervisor if you are unsure which coordinator to contact.

Include with your request the following items:

- Your name and phone number.
- The reason for the change.
- A marked-up document or include text in the body of the email that refers to the specific section, table or figure within the document.
- Standard proofreaders' marks to help insure clarity (preferred, but not required).
- Reference the current published version of the standard or stock catalog page.

See Appendix C for stand-alone checklist.

6. Request Processing

All revision requests will be reviewed and validated by the standards coordinator and approved by the standards supervisor prior to re-publishing to the Standards Library.

Visit our online library to view re-published version.

7. Sources

Shipek, John; Standards Supervisor and subject matter expert for 0010.07
(john.shipek@seattle.gov)

Vanderpool, Laura; Standards Technical Writer and originator of 0010.07
(laura.vanderpool@seattle.gov)

Appendix A. Handwritten Markup Example

Seattle City Light MATERIAL STANDARD Transformer Insulating Mineral Oil	Standard Number: 4487.00 Superseding: New Effective Date: October 1, 2013 Page: 3 of 4
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Viscosity	D445	11 cSt maximum at 40 degrees C
Appearance	D1524	clear and bright
Sludge free life	Doble	80 hours, +/-8 hours
Power factor valued oxidation	Doble	passes
Sludge % at 72 hours	D2440	0.1% maximum
Acid number at 72 hours	D2440	0.3 maximum
Sludge % at 164 hours	D2440	0.2% maximum
Acid number at 164 hours	D2440	0.4 maximum
Rotating vessel	D2112	220 minutes minimum

7. Design Changes

Manufacturer shall inform Seattle City Light in writing of all design changes that could affect the product's understood or published attributes.

8. Packaging

tankers filled
Oil shall be ~~packaged~~ to prevent damage during shipping, handling, and outside storage *contamination and*
~~in tankers.~~ *documents*

Individual tankers *X* shall be legibly marked with:

- Manufacturer's name
- Manufacturer's catalog number
- Product description
- Seattle City Light's Stock Number

Shipping containers
~~Shipping containers shall be legibly marked with Seattle City Light's Purchase Order Number~~

9. Documentation

9.1 General

Documentation shall be in English and use customary inch-pound units.

Documentation shall utilize common industry terminology and well-understood abbreviations.

9.2 Bidder's Data

Bidder shall identify all exceptions to Seattle City Light requirements with reference to the requirement to which exception is taken; indicate if no exceptions taken.

9.3 Certified (Production) Test Reports

For each shipment a certified production test report (CTR) shall be emailed to:
standards.scl@seattle.gov.

Certified production test report shall include:

- A unique certified test report number
- Seattle City Light Purchase Order number
- Manufacturer's name

Appendix B. Electronic Markup Example

Seattle City Light
MATERIAL STANDARD
Precast Reinforced Concrete Panel Vaults

Standard Number: **7203.81**
Superseding: April 26, 2013
Effective Date: January 15, 2014
Page: 2 of 12

2. Application

Precast concrete panel vaults are used to construct the underground electric system. Precast concrete vaults may be used to house equipment, cables, service connections and splices for the distribution system.

The precast concrete panel vaults are intended to be used in the network system areas.

Some vault floors may exceed 12 feet 6 inches below finished grade, in which case a fixed ladder is required.

3. General Requirements

Structure components including, but not limited to, grout, seals or mastics and joint hardware shall be provided with vault wall, ceiling and floor components.

This detailed Material Standard is to be used in conjunction with the latest revision of Seattle City Light Material Standard 7203.21, "Precast Reinforced Concrete Structures – General."

All concrete vaults and accessories, including special order (non-stock) materials shall be manufactured in accordance with the requirements herein.

Vaults shall be reinforced precast concrete with features shown on the submittal drawings.

Vault shall be designed and constructed to be watertight.

Design changes shall require the prior written approval of an ^a ~~an Org 321~~ Standards Engineer or SCL Civil Engineer.

4. Order Information

Seattle City Light orders will provide the following minimum information:

- Vault size and description.
- Access, Blockout, Knockout, Ladder requirement.
- SCL general material standard number citing revision date.
- SCL detailed material standard number citing revision date.
- Total order quantity.
- Delivery date.
- Delivery location.

All panel vault design detailed requirements shall be approved by SCL Civil Engineering prior to production.

5. Submittals

Vault design calculation and shop drawings shall be approved by a licensed civil engineer in Washington State.

Vault design calculations and shop drawings shall be submitted to SCL Civil Engineering 30 days prior to fabrication, for review for compliance to specification.

5.1 Design Calculations shall include the following:

- Material spec notes.
- Design loading notes.
- Load case for 2' and 5' of soil cover for panel vaults.
- Floor and Ceiling design.
- Wall design.
- Hatch or cover design – hatch and cover shall be designed for 26 kips wheel load (HS 25 truck + 30% impact load).
- Buoyancy check.

Appendix C. Submission Checklist

Standard Revision Submission Checklist

- ☐ Include your name and phone number.
- ☐ Cite the reason for the change.
- ☐ Provide a marked-up document or include text in the body of the email that refers to the specific section, table or figure within the document.
- ☐ Employ standard proofreaders' marks to help insure clarity (preferred, but not required).
- ☐ Refer to the current published version of the standard or stock catalog page referenced.