

# ACP NEWS

February 2015

## Luminaires and Ballast Replacements vs. Retrofits How to File ACP applications

If a luminaire or exit sign is completely removed and a new one is installed it is not considered to be a retrofit. File this work on the *ICIA Small Job form* under the appropriate category (1 in 10, 1 in 5, or 1 in 3) based on quantity and include the scope of work details in the Work Description section.

### Like-for-Like Ballast Changes

- *ICIA Small Jobs Form* - file by fax or email
- Select the appropriate category based on quantity (see highlighted areas below)
- Work Description: Include "like-for-like ballast change" and the exact quantity of ballasts being changed.

Installation Value OR Type		Requested *WN RI F			
1 in 25	T12 to T8 Lighting Retrofit 1- 200				
1 in 10	≤ \$500 billed value				
	OR New devices only, 1 - 10				
	OR Replacement devices, 1 - 20				
1 in 5	\$501 - \$2,000 billed value				
	OR New devices only, 11 - 30				
	OR Replacement devices, 21 - 50				
1 in 3	\$2,001 - \$5,000 billed value				
	OR New devices only, 31 - 50				
	OR Replacement devices, 51 - 100				

**Work Description:** Indicate that it is like-for-like ballast replacements and include the exact quantity.

- File On-Line: type of work Commercial/Industrial
- Select Comm or Ind or Agri ACP Small Job
- Select applicable category and complete work description (as outlined above).

### T12 to T8 Ballast Conversions

\*\* with no other modifications to the luminaire

*ICIA Small Jobs Form* – file by fax or email

Select: T12 to T8

Work Description: include the exact quantity of ballasts being changed

Installation Value OR Type		Requested *WN RI F			
1 in 25	T12 to T8 Lighting Retrofit 1- 200				
1 in 10	≤ \$500 billed value				
	OR New devices only, 1 - 10				
	OR Replacement devices, 1 - 20				
1 in 5	\$501 - \$2,000 billed value				
	OR New devices only, 11 - 30				
	OR Replacement devices, 21 - 50				
1 in 3	\$2,001 - \$5,000 billed value				
	OR New devices only, 31 - 50				
	OR Replacement devices, 51 - 100				

**Work Description:** Include exact quantity of ballasts being retrofitted.

- File On-Line: type of work Commercial/Industrial
- Select Comm or Ind or Agri ACP Small Job
- Select category and complete work description as above.

\*\* If the T12 to T8 conversion includes new reflectors, sockets and/or end plates, the application must be filed on the *Retrofitted Luminaires Application* (see below)

### All Other Retrofitted Luminaires

- *Retrofitted Luminaires Application for Inspection.*
- File by fax or e-mail (cannot be phoned in).

For all applications:  
Email: [esa.cambridge@electricalsafety.on.ca](mailto:esa.cambridge@electricalsafety.on.ca)  
Fax: 1-800-667-4278

If you need information about filing applications on-line contact the CSC at 1-877-372-7233.

CONTACT THE ACP OFFICE AT 800-249-4583



## ACP Commercial-Industrial Work Are you Filing Correctly?

Work with a site type of commercial/industrial/agricultural renovation does not automatically get processed under ACP. **The contractor must tell ESA that the work is eligible for ACP.**

File on-line: select applicable ACP "type of work"  
File by e-mail or fax: use the *ICIA Small Jobs Form* or *ICIA HV form* for Substation Maintenance and Pole Line Maintenance or *ICIA LV form* for LV Service Maintenance and C/I Service work.

File by phone: advise the CSR upfront that the work is eligible for ACP benefits

## Pole Line Maintenance

The ACP Manual outlines that the following work is excluded from ACP Pole Line Maintenance:

- All new work
- Relocating poles
- Replacement of transformer poles
- 3 phase ground operated switches

This work must be filed as non-ACP and scheduled for a day the Inspector is in the area.

## Apartment Application Form

There is now a new application form specific for Apartments, Retirement and Nursing Homes. Download the form from [www.esasafe.com](http://www.esasafe.com) > Contractors > Application Forms > Inspection Forms

## ACP Manual Revised September 2014

Make sure you have the current information. Updated Manual is posted on the Internet at [www.esasafe.com](http://www.esasafe.com) > Contractors > ACP > ACP Contractor Manual.

## Filing Applications on-Line

Please ensure you are entering the "Qty" correctly. For "Small Jobs", the Qty is always "1" (it is 1 Small Job); the detailed scope of work including actual quantities is recorded in the "Work Location and Details" section.

For example:

### ACP HVAC Small Job

<b>Fee Item:</b> CP MISCELLANEOUS EQUIP SMALL JOB <=\$500		<b>Qty:</b> 1
<b>Amp:</b> - Select -	<b>Voltage:</b> - Select -	
<b>Service Type:</b> - Select -	<b>Service Sub-Type:</b> - Select -	
<b>Work Location and Details: *</b> Air conditioner and gas fireplace		

### ACP Residential Small Job

<b>Fee Item:</b> ACP RESIDENTIAL WIRING SMALL JOB <=\$500		<b>Qty:</b> 1
<b>Amp:</b> - Select -	<b>Voltage:</b> - Select -	
<b>Service Type:</b> - Select -	<b>Service Sub-Type:</b> - Select -	
<b>Work Location and Details: *</b> bathroom reno: 1 fan, 1 GFCI, 2 lights		

For Residential Renovations other than Small Jobs, the actual quantity is recorded in the "Qty" field.

<b>Fee Item:</b> ADDITIONS/ALTERATIONS NO SERVICE WORK		<b>Qty:</b> 61
<b>Amp:</b> - Select -	<b>Voltage:</b> - Select -	
<b>Service Type:</b> - Select -	<b>Service Sub-Type:</b> - Select -	
<b>Work Location and Details: *</b> BASEMENT REC ROOM - 6 FIXTURES, 11 SWITCHES, 25 RECEPTACLES, 19 POT LIGHTS		

ACP - the key to electrical safety!