

**PORT OF SEATTLE
SEA-TAC INTERNATIONAL AIRPORT
APPLICATION FOR CONNECTION TO
EGSE CHARGING SYSTEM**

No connections will be allowed without an approved 'Application for Connection' form.

I. PURPOSE of the 'Application for Connection'

The information provided via the 'Application for Connection' form allows AV Facilities & Infrastructure (AV/F&I) to work to create a database of EGSE vehicles for each airline for the purpose of logging vehicle usage and for billing purposes.

The 'Application for Connection' form provides:

- a. A formalized procedure for documenting EGSE vehicle that will make connection to the Port's electrical system.
- b. The ability to identify the supply and demand for charging stations at each concourse.
- c. The ability to analyze EGSE vehicle behaviors and usages for each airline.
- d. The ability to establish and maintain plan for the long-term system development to meet the needs of Airlines and Sea-Tac International Airport

II. WHO's involved with the 'Application for Connection'

- a. Airline is responsible for:
 - Obtaining the required information
 - The timely submission of the 'Application for Connection' to AV/F&I Administrative Staff
- b. AV/F&I EGSE Contact/Reviewer is responsible for:
 - Receiving the submitted 'Application for Connection' from the Airline Representative(s)
 - Approving, rejecting, or requesting a revise and resubmit
 - Uploading the reviewed 'Application for Connection' to the Committee Meeting SharePoint site and send copy to the listed Airline Representative(s)
 - Arrange date and time for EGSE Vehicle programming between Airlines, Port's Electrical Maintenance staff, and AV/F&I Representative.

III. WHEN to submit an 'Application for Connection'

- a. 'Application for Connection' should be submitted as soon as the vehicle and BMID battery information are known.
- b. Allow 1 to 2 weeks to schedule date to program EGSE Vehicle. Please have vehicle ready for programming on scheduled date.

IV. HOW to complete an 'Application for Connection'

- a. The 'Application for Connection' must be filled out in detail to include:
 - Complete details vehicle and battery information

Note: each vehicle requires its own Application for Connection form
- b. The filled out 'Application for Connection' can be submitted via:
 - E-mail to Andy Botts (espiritu.k@portseattle.org), Hien Mac (mac.h@portseattle.org), Kyle Madson (madson.k@portseattle.org), and avutil@portseattle.org.

V. WHERE are completed 'Application for Connection' forms kept

- a. The 'Application for Connection' forms are kept:
 - On the Committee Meeting SharePoint site in the Port's secure network. Email AVCommittees@portseattle.org to request a copy of submitted applications for connections.

VI. CONTACT information

- a. EGSE Contact/Reviewers
 - Hien Mac – primary reviewer (mac.h@portseattle.org)
 - Kyle Madson – backup (madson.k@portseattle.org)
 - Keithly Espiritu – backup (Espiritu.k@portseattle.org)