

## **EMERGENCY RESPONSE PLAN**

### **Titcomb Landfill Solar Facility** Access From South Hunt Road, Amesbury, MA

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In the case of an emergency, responders will access the Solar Facility from the north where **there is a gated access point at South Hunt Road (located approximately 650 feet west of the intersection of South Hunt Road and Route 150 (also known as Pond View Avenue))**. Follow the gravel access road to the nearby pad where the electrical equipment and disconnects are located. Responders can readily access the electrical equipment, which is located adjacent to a turn-around parking area adjacent to the electrical equipment. **The location of the electrical equipment will be clearly marked from the gates and the disconnect switch will be clearly labeled.**

The emergency response plan will be filed with local emergency responders and updated as necessary. Emergency response information may also be posted on the access gates. Contact information is included below.

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#### **24-hour Emergency Contact:**

SunEdison LLC:  
ROC, Renewable Operations Center  
650-670-5810, [rocalerts@sunedison.com](mailto:rocalerts@sunedison.com)

#### **City of Amesbury Police Department: In an emergency dial 9-1-1**

City of Amesbury Police Dept. 19 School Street  
Amesbury, MA 01913  
(978) 388-1212

#### **City of Amesbury Fire Department: In emergency dial 9-1-1**

City of Amesbury Fire Department 17 School Street  
Amesbury, MA 01913  
(978) 388-1333

### Emergency Shut Down Procedure:

In an emergency situation the ON/OFF switch on each of the two inverters should be manually turned to the OFF position. This will internally shut off both the AC and DC switches inside the inverter. After the system has been turned off the DC Disconnect Switch should be turned off and a lock should be placed on it to keep it from being reenergized. See photo below – the panels and shutoff switches will be labeled.

If you are unsure about the procedure – CALL THE ROC (650-670-5810).

The following indicates the location of the AC and DC power switches for the Titcomb Solar project.



## GENERAL SITE SAFETY PROCEDURES

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- **The equipment contains lethal AC and DC voltages!**
- **Site access is intended for authorized personnel only!**
- **These servicing instructions are for use by qualified personnel only!**
- **Equipment is supplied from multiple sources!**
- **The inverter contains energy storage devices that require 15 minutes to safely discharge lethal voltages!**

The installation, adjustment, repairs or testing of the Photovoltaic System involves possible contact with potentially lethal voltages and currents. No attempt to install or service the system should be made by anyone who is not a qualified, trained technician familiar with power electronic equipment.

The following are deemed hazardous locations:

- Inverters and Disconnects: For hazardous locations within the inverter, refer to the Inverter Operations and Maintenance Manual.
- Vicinity of the Solar Electric Photovoltaic System.
- Field wiring and all electrical boxes associated with the system.

### **Precautions While in the Vicinity of the Solar Electric System:**

- Safety glasses and electrical insulating gloves must be worn when handling or working near the array, modules, electrical boxes, or wiring.
- It is recommended to always have at least two persons present when working on the array or handling modules. Do not attempt to service or adjust unless another person capable of rendering first aid and cardiopulmonary resuscitation (CPR) is also present.
- Any accidents should be immediately reported to a Supervisor, who should then report to SunEdison LLC.
- The Photovoltaic Modules are made of glass and can be broken. Dropping or banging the modules may cause them to break, as may impact with sharp, hard or heavy objects. Along with electrical hazard, sharp edges or broken glass can cause injury. Be careful not to break modules and take care to properly handle and dispose of modules if they are cracked or broken.
- Any crack in the module can expose the person touching it to the full voltage and current of the array. If the module is wet, touching a cracked module anywhere may expose the person to the full voltage and current of the array. Do not touch the modules when they are exposed to the sun without wearing electrical insulating gloves. Do not touch a wet, cracked module without wearing electrical insulating gloves.
- A module may contain an unknown crack or connector failure at any time. Do not touch, handle or carry any wet module without wearing electrical insulating gloves.

## **Simple System Shutdown and Startup Procedures**

Any work done on solar electric system must be approved in writing by SunEdison LLC and performed by an authorized electrician. To work on the DC side of the solar system when the system is running properly or to reset the inverter, use the following steps to shut down and restart the system.

### **Inverter Shutdown**

Use the following procedures for system shutdown:

- Turn off the ON/OFF switch on the inverter
- Turn the DC disconnect off
- Turn the AC disconnect off
- Install lockout devices on the disconnects
- Turn off DC-Fused Combiner Box switches

### **Inverter Start / Restart**

Use the following procedures for system start-up and restart:

- Turn on DC-Fused Combiner Box switches after verifying the following :
  - Inverter is off
  - The AC and DC disconnects are off
  - Remove any lockout devices on AC and DC disconnects
  - Make sure all combiner fuses are closed
  - Close the AC disconnect
  - Close the DC disconnect

After a short initialization period, the inverter will transition to "waking up, provided that the PV voltage is greater than the PV voltage start set point. After another short period (typically 5 minutes) the system will start up. The inverter cuts itself off when either AC or DC power is removed. It is best to remove both sources of power and you must do this before attempting to service the unit.