



City of Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject

Number

500 P III 805

**PARTICIPANT SELECTION IN RESEARCH &
DEVELOPMENT STUDIES**

Effective November
13, 1981

Supersedes N/A

Approved

Department
City Light

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1.0 PURPOSE.

1.1 To provide for selection of candidates and participants to engage in Seattle City Light Research and Development activities.

2.0 ORGANIZATION AFFECTED.

2.1 City Light Department.

3.0 REFERENCES.

3.1 Memo from Assistant Superintendent Joe Recchi to Tom Rockey Regarding "Participant Selection for Research and Development Projects", dated July 23, 1980.

3.2 Seattle SOP 100-010, Purchasing – Supply Contract, "X" Order, Petty Cash and Unplanned Procurement, 4/1/74.

3.3 DPP 500 P 113, Procurement of Supplies, Materials and Equipment.

3.4 Research and Development Committee Charter.

3.5 City Light's Annual Budget for Research and Development.

4.0 POLICY.

- 4.1 All Research and Development (R&D) program participants shall be selected according to the compatibility of their site and the benefits the site will lend to the R&D program as defined by the R&D Committee Charter.
- 4.2 When it is practical and covered by applicable ordinances, Commercial dealers offering equipment ,devices, or systems applicable to an R&D project shall be encouraged to participate.
 - 4.2.1 Contact with commercial dealers shall be made on an equitable basis pursuant to rules established by the City Purchasing Agent.
 - 4.2.2 All efforts shall be made to identify and include commercial dealers' installations having potential as candidate suppliers.
- 4.3 Participants shall be randomly selected from a list of potential participants who meet the requirements of the program.
- 4.4 Geographical location and economic diversity of participants in the City Light service area shall be encouraged where applicable or appropriate without comprising the information to be gathered.
- 4.5 Criteria for participant selection shall be established for each R&D project based upon the project's goals, particular requirements, and constraints.
- 4.6 In the event a Seattle City Light customer has constructed or installed on their own property a device or equipment suitable for R&D monitoring, consideration shall be given to the monitoring based upon the criteria established by the R&D program and the merit of recovering useful data.
- 4.7 Upon selection of the candidate participant (s) and with the approval of the R&D Committee, a contract between the owners of the monitoring site (s) and Seattle City Light shall be entered into and signed by both parties.
- 4.8 Seattle City Light shall remain the owner of the installed equipment

and/or the monitoring equipment that City Light has purchased until the period of monitoring has expired. At such time, all equipment which has been identified in the contract as non-salvageable or which was purchased by the participant shall at the participant's option become the property of the participant.

5.0 DEFINITIONS

- 5.1 R&D activity and project. An individual unit to be studied under the auspices of the R&D program.
- 5.2 R&D Charter. The charter governing activities of the R&D Committee.
- 5.3 Participant. A customer selected for involvement in an R&D activity or project.
- 5.4 Supplier. A commercial dealer or manufacturer of equipment who is willing to provide supplies or equipment to the project.

6.0 RESPONSIBILITIES.

- 6.1 The unit conducting the R&D project shall be responsible for:
 - 6.1.1 Assuring Department adherence to the present Guidelines.
 - 6.1.2 Requesting necessary assistance from the appropriate City Light resources.
 - 6.1.3 Coordinating departmental activity for the project.
 - 6.1.4 Selecting R&D project participants and notifying such participants of their candidacy.
 - 6.1.5 Arranging for City Light to enter into a contract with the owner (s) of monitoring sites.
- 6.2 The R&D Committee shall be responsible for approving participant (s) selected.

6.3 Rates and Consumer Research shall be responsible for providing lists of potential participants according to the program requirements and the sampling techniques specified by the unit conducting the R&D project.

7.0 PROCEDURE.

7.1 A list of participants must be selected according to accepted statistical sampling methods.

7.1.1 Stratified sampling may be used according to the requirements of the program.

7.1.2 Lists of potential participants/customers can be obtained from Customer Information System Data Bank or other appropriate customer sources.

7.2 Letters to potential participants must include the following:

7.2.1 A notice that they have been randomly selected for the program.

7.2.2 An inquiry whether or not they are willing to participate.

7.2.3 A description of the particular program and project requirements and constraints.

7.2.4 A statement of project goals and objectives.

7.3 Site inspection of customers who express desire to participate in the program follows.

7.4 Sites are then selected and sent to the R&D Committee for approval.

7.5 Participants are notified of their selection and sent a contract for signature.

8.0 APPENDIX.

8.1 Distribution: All Holders of City Light Department's Policy and Procedure Manuals.

