TAMUCC SAFE OPERATING PROCEDURE
FOR CHANGING ALL BALLASTS (03/09/06 REVISION)
FOR AUTHORIZED PERSONNEL ONLY

**VOTAGES:** 120 or 277 Volts

Shut off power. Install LOTO, then follow part II of this procedure. You may skip step # 3 after installing LOTO.

**LOTO DEVICES NEEDED:** switch LOTO device, lock, tag

**CAUTION:** YOUR LIFE DEPENDS ON THIS LOCKOUT!

**TOOLS:**
1) Insulated wire stripper
2) 2-, 3-port connectors, or wire nuts
3) Fiberglass ladder (tall enough so you don’t have to reach up)
4) Voltmeter

If shutting off power is absolutely not possible nor feasible, follow every step of the following part I and II. When in doubt, consult your supervisor.

**PART I**

**WARNING:** YOU ARE ABOUT TO WORK WITH LIVE-ENERGY

**PPE REQUIRED:**
1) Eye protection
2) Flame resistant coverall
3) V-rated type 00 gloves
4) Leather protector

**PART II**

**NOTE:** TREAT ALL WIRES, EVEN DOWN OR BURNING ONES, AS IF THEY ARE ENERGIZED.

1) Check the surrounding to make sure it’s safe to work
2) Inspect PPE to ensure they are in good condition and don them on
3) Use volt meter to check for live circuit
4) Cut/strip ungrounded conductor (energized part) and cap it using 2-port connector or wire nut
5) Cut/strip grounded conductor (neutral) and cap them using 2-port connectors or wire nuts
6) Remove old ballast and install new one (complete retrofitting)
7) Connect grounded conductor (neutral)
8) Connect ungrounded conductor
9) Close plate, clean up area, and remove all debris.