Berkeley Lab Electric Vehicle (EV) Charging Program Guidance

- **Charging personal electric vehicles (EVs) at the Lab --**
  - **is pursuant to this Guidance**
  - **is only allowed in designated locations** -- marked with signs and pavement paint
  - **Requires payment**
- **Affiliates may only use direct-pay (Xeal) stations.** Unfortunately, we **cannot accommodate visitors/guests** to charge their EVs at the Lab at this time.
- *Fleet (Government) Vehicle charging is managed by Fleet: fleet@lbl.gov*
- **Users accept responsibility for any risks associated with use of workplace charging stations.**

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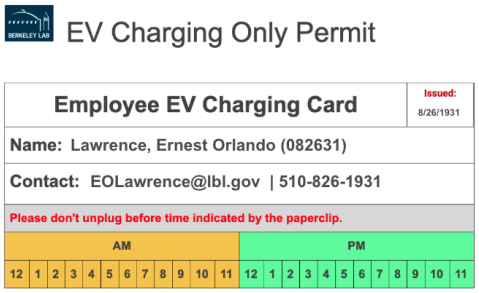
SIGN UP FOR A PERMIT TO CHARGE YOUR EV

1. **Sign up via the brief EV Charging Request Form**, and agree to Program Guidelines. (Employees must also agree to payroll deduction, for non-Xeal stations).
2. **You will receive**
   - A **Charging Card** to print out and use while charging
   - **Calendar Access** (via a Google Group) for the EV Stations you are authorized to use

3. **Also Sign up for Xeal with your lbl.gov email** to use those stations
4. **Follow the Guidelines** below

Replace or Cancel Your Permit



Replacement Permit

Your permit was sent to you via email upon first signup. If you need a replacement permit, and cannot find your original permit email, please submit a Reprint Request through AskUS.

Cancel Your Permit / Membership in the EV Program

To cancel your membership in the EV Charging Program, please fill out the very brief Cancellation Request form available on AskUS. This will also remove you from the Google Group.

PROGRAM GUIDELINES

Communicate, Cooperate, and be Considerate!

The EV stations are in exceptionally high demand. **Please limit your usage so that everyone has an opportunity to charge and get home.** Communicate directly with others when there are conflicts. In particular, coordinate with others who use the same stations to ensure everyone's needs are met.

- Although you can't post to the google group, you can join the EV Charging Google Chat

Reserve on Google Calendar

An advanced Google Calendar reservation is REQUIRED AT ALL TIMES, even off-hours, for all Stations. This is essential to minimize conflicts and track usage for managing the program.

- **Do not monopolize** charging stations; avoid booking large, repeating blocks of time. DO NOT MAKE RESERVATIONS IN ADVANCE ON MORE THAN TEN INDIVIDUAL DAYS.
- **Do not make overlapping reservations** at multiple stations in any given day.
- **Level 2 Chargers -- limit of four (4) hours TOTAL usage per person across all L2 chargers** on a given day**.** This applies from 6am-6pm on normal Lab workdays.
- Make your reservations on the appropriate EV Calendar:
    - **Use your lbl.gov account**
    - Include **your name, vehicle type, and phone number;** vehicle color is also helpful
    - **Add the EV Calendar under Rooms,** not Guests
    - No one else should make a reservation for you or transfer a reservation to you -- the reservation will be tied to the account that made the original reservation.
- **Find a map and list of stations** on the **EV Charging Website**, where you can add the calendars
- **If you can't make your reservation - DELETE IT as soon as possible** so that someone else can use the time slot.
- *If you need to contact someone who did not include contact info in their calendar reservation, click once on the calendar event, and their name should be listed under "Created by."*

Display Permit & Move Your Vehicle

- **Display your EV Charging Card** on your dashboard while charging
- **Move your vehicle** at the end of your timeslot, and please do so a few minutes early if someone has a reservation immediately after yours.
- **EV Stations are for active charging**, not parking.

Be SAFE!

Every employee is responsible for safety. Here are a few safety tips:

- **Ensure the charger is in good condition and adapters are properly seated** before charging.
- **Take Care of Charging Cables**:
    - Keep cables out of traffic paths and standing water.
    - **Cords should lay flat across walkways to prevent tripping, using cones as needed. See proper cord management around walkways**
    - When you're done charging, please coil the cable off the ground (most stations have a hanger for this purpose, or you can wrap it around the charger hardware itself), and holster the charging plug.
- **Outlet-only stations:**
    - Charge only one vehicle at a time or the circuit will likely trip, ruining everyone's day.
    - Ensure your supplied charging cable is in good condition and marked with a UL or other NRTL certification.

Payment Required - Rates

Federal Law requires reimbursement for staff EV Charging.

For current rates, please see the website.

Xeal Station (all Level 2s) usage is billed through the Xeal app, and is based on actual kWh used.

Non-Xeal Station (all Level 1s) usage (Lab employees only) is deducted from your paycheck based on calendar reservations.

- Due to processing time, charges hit your paycheck on a one-month delay, e.g., January activity will be deducted from your paycheck for February.
- Note that charges may vary slightly due to rounding.

Report Issues

- **Someone parked in an EV spot who shouldn't be?**
    - If you know who they are - please try contacting them directly.
    - Otherwise: **Report to Security at x4050 or soc@lbl.gov**. Provide location & license plate if possible.
    - Government / fleet vehicle? Contact fleet@lbl.gov
- **Xeal Stations Issue**: (800) 484-4515
- **Other Issue:** EVhelp@lbl.gov - please include as much detail as possible.

Note: You can find who booked a reservation by clicking once on the calendar event; the name should be listed under "Created by."

SPECIAL STATIONS

B91 Stations

Effective 5/1/2023 until further notice --

- Food Trucks are occupying the B91 Parking Lot **every workday until 2:30pm**
- **NO vehicles are allowed before 230pm on workdays** due to pedestrian traffic.
- Charging is therefore only allowed:
    - After 2:30pm on workdays
    - Any time on weekends and holidays
- No time limit requirements are currently in effect for the B91 stations (because only 3.5 hours per workday are available during the time-limit hours of 6am-6pm).
- Once the new cafeteria is open, this restriction should be removed.

Accessible Charging Stations



- The Lab has two van-accessible EV Stations:
    - 91-EVC-LVL2-1, the left-hand station as you face B91/ IGB. This space is indicated by an Accessible sign above the EV sign. See image to the right.
    - 92-EVC-LVL2-2, the right-hand station as you face B92 / BioEPIC.
- **These spaces can be reserved and used by anyone with an EV Permit,** but please book the non-accessible station first.
- Note that it is possible someone with need of an accessible station may contact you and ask to have your reservation slot.
- Anyone needing an accessible EV Station should follow the regular requirements of the program outlined in this document, e.g., have an EV Permit, book this space in advance, and be considerate of other EV drivers. Please only ask to bump another reservation holder when necessary.

This van-accessible EV spot contributes to the Lab's voluntary conformance with accessibility requirements.

Stations Shared w/ Fleet Vehicles

The Lab has a number of Government Fleet EVs. Some are charging in dedicated Government EV Charging spots, and some are sharing the employee EV Charging program infrastructure. For the latter, to avoid conflict with the EV Charging program, the Government EVs have separate, adjacent parking spots, and generally charge overnight and on weekends.

- **If you have the last staff EV reservation for the day**, when you are done charging, please swap the cable to the Fleet EV if it is parked in the adjacent spot.

- **If you find a Government vehicle** in the EV charging spot, you may use the Government EV spot (it should have a sign with the Government Vehicle license plate number on it). We recommend you take a picture of both cars -- just in case you get a ticket, you can email Protective Services with the photo and they will waive it.
- **You may remove the charging cable** from the Government EV if it is still plugged in when you arrive for your reservation.
- **Note that if a Government EV has an urgent need to charge** while you are using a shared station, you may be contacted and asked to end your session early.
- **Please configure your car so that the charge connector can be removed** by someone else in the unlikely event that a fleet vehicle urgently needs a charge.
- **Note that the Level 1 outlet to the left of 76-EVC-LVL2-1** is reserved for Fleet Use.

Off-Hill Stations

Note - these stations are NOT part of the Lab's EV Charging Program.

EV Stations at Potter Street and EmeryStation East

Several restricted-access EV stations exist at each Potter Street and EmeryStation East (ESE). For more information, please contact the Building Managers at Potter Street and ESE, James Cassell (jlcassell@lbl.gov) and Peter Marietta (PMarietta@lbl.gov), respectively.

FAQ and OTHER TOPICS



Don't Touch the Switch adjacent to some stations

- You may see a disconnect switch, like the one pictured, associated with your charging station.
- **Please do not touch this switch**. It cuts off power to the station, and is for Facilities maintenance purposes only -- not intended for regular use.

I can't get the plug to release from my car - what should I do?

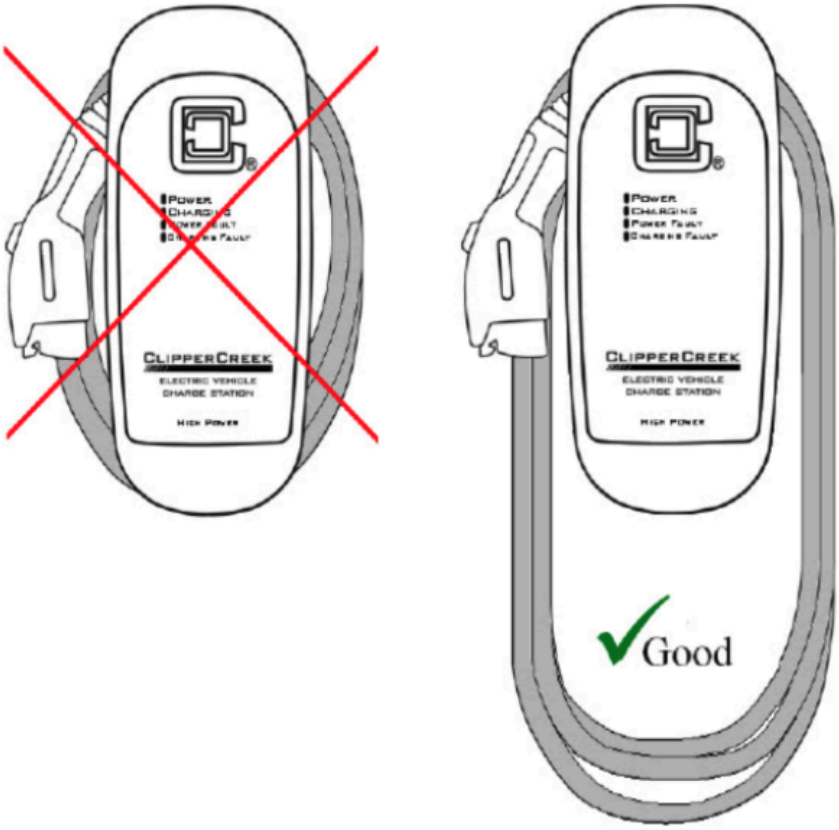
The steps vary by vehicle, but here is some general guidance --

- Make sure charging has stopped, either from the vehicle's screen or app, or from the Xeal app.
- Unlock the vehicle. On many vehicles, pressing unlock on the key fob twice also releases the charge port.
- Check the vehicle's charging settings for an "Unlock charge port" option.
- Press and hold the release button on top of the charging handle, push the handle slightly in toward the car, then pull it out.
- If it's still stuck, check the vehicle's manual for a manual charge port release. This is often a pull cord in the trunk or near the charge port.

Proper Cord Management

For the B76 charging location that impacts the pedestrian walkway, follow these location specific steps to prevent pedestrian tripping hazards:

- Do not drape cords across the pedestrian walkway or allow cords to lay coiled in the walkway.
- Leave extra length of cord on the cord wall-hanger and coil the entire cable on the hanger after each use.
- Keep cords tight against the wall and run cord tight along the vehicle vs down the middle in between vehicles.
- Use cones to help seat cords against the wall and tight along the ground, but do not place the cones themselves in the middle of the walkway.
- Keep vehicle cords completely flat on the ground surface with no loops or waist high draping across the walkway.
- When finished charging, coil cord loosely around the charger or hanger



B76 Example Photos of Incorrect & Correct Cord Management

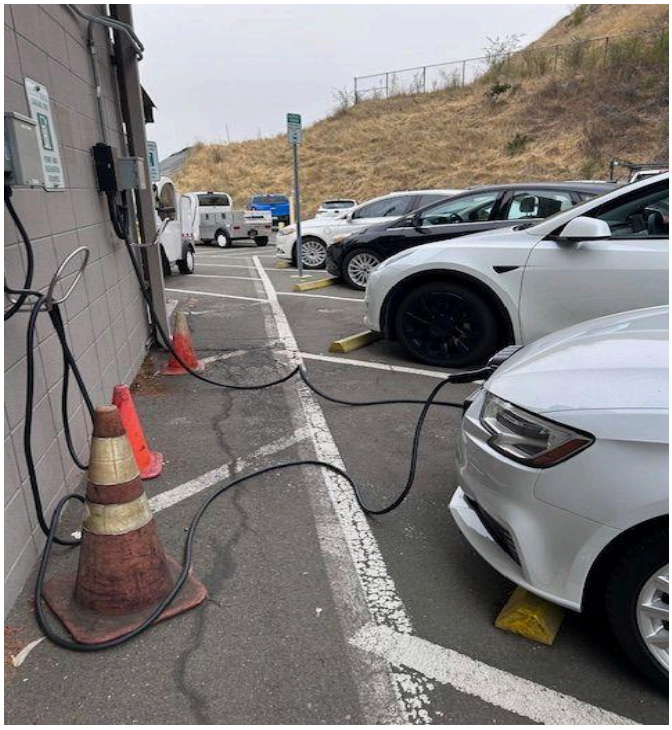
Incorrect cord draping across walkway



Correct cord management with cones



Cord looping in walkway - Incorrect



Corrected Cord Management



What about e-Bikes?

- Charging your e-bike battery is allowed at the Lab, but you must get approval from the Lab's Fire Marshal at fire@lbl.gov.
- Most e-bikes have removable batteries which can be brought into your workspace to charge. The Lab does not currently have e-bike charging stations, nor charge for electricity used for e-bikes, as they draw significantly less energy relative to vehicles.
- More about E-Bikes