

BROOKHAVEN NATIONAL LABORATORY ELECTRIC VEHICLE CHARGING PROTOCOL	Revision: 0 Effective Date: 2/01/2021
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1. SCOPE

This document outlines the protocol and etiquette for use of government-owned electric vehicle charging stations located on any Brookhaven National Laboratory (BNL) property, by individuals for personal electric vehicle use. Known as the “Brookhaven Science Associate’s (BSA’s) Electric Vehicle Charging Program using ChargePoint”. This is a pilot program managed by the Brookhaven Employees Recreation Association (BERA) and subject to change.

2. PROTOCOL ASPECTS

2.1 Safety

Employee safety is the highest concern addressed by this protocol and a priority to all *plug-in electric vehicles* (PEV, see def.) *charging station* (see def.) users. Although the charging station has many built-in safety factors to minimize the potential for electrical injury, users should be aware of potential for tripping hazards. It is vitally important not to route the cord where it could be a hazard to yourself and others. *Participants* (see def.) are required to coil the cord onto the station when completing the charge.

Any visible damage to the charging station should be reported immediately to the cognizant Facility Project Manager (FPM). The applicable facility organization should have a procedure for notifying employees and restricting the use of the station until repairs are completed.

2.2 Applicability

Prior to using any BNL *electric vehicle supply equipment* (EVSE, see def.), employee electric vehicles must: (1) meet *Authorized to be onsite* (see def.) requirements; (2) be registered in the BSA Electric Vehicle Charging Program using ChargePoint; (3) create a user account with ChargePoint; and (4) display a program-issued car tag/permit. Users of the program shall comply with the established policies for using EVSE. Owners of PEVs and plug-in hybrid electric vehicles (PHEV) are eligible to join the program. Charging of off-road equipment, RVs, boats, or miscellaneous batteries is not permitted. Use of EVSE for employee-owned vehicles with engine block heaters is also not permitted.

2.3 User Registration

At this time only Brookhaven Science Associates (BSA) and Department of Energy (DOE) employees are eligible to enroll as a participant in the Electric Vehicle Charging Program. BSA and DOE employees who wish to use EVSE to charge their *privately owned PEV* (see def.) must:

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- Review this protocol and submit an electronically signed Enrollment Agreement and Release via the Guest Services website (<https://www.bnl.gov/bera/recreation/EVCP.asp>).
- Agree to comply with all requirements and restrictions of the program as explained in written guidance provided upon registration.
- Authorize BSA to disconnect their electric vehicle from a charging station in the event of an emergency, BNL fleet vehicle priority, or if a participant vehicle is plugged in beyond its allotted charging time.
- Understand that the charging agreement remains in effect until such time they request cancellation.
- Waive and release any and all rights and claims that otherwise may accrue to them or which they may have against BSA, DOE, or any of their employees, officers, or directors for any and all injuries, losses, or damages resulting from participation in the program.
- Once enrolled, participants will be provided a welcome kit, including a workplace charging access rearview mirror hang tag. The hang tag/permit is not transferrable and must be displayed at all times when a participant is parked at a designated *charging station*.

2.4 Charging Fee

BNL/BSA is able to allow workplace charging of employee owned electric vehicles under rules set forth in the Fixing America's Surface Transportation Act (FAST Act). The FAST Act requires the collection of fees to recover the costs of EVSE used by privately owned PEVs. To support the requirements of the FAST Act, BNL has installed ChargePoint EVSE stations.

- Workplace Level 2 charging is available to enrolled participants who create an account with ChargePoint. ChargePoint will collect payment on behalf of BNL/BSA based on electricity used to charge participant's PEV.
- Participants will be notified in a timely fashion if the fee is to be adjusted.

2.5 Charging Station Access and Parking Priority

Currently, workplace charging is being rolled out as a limited pilot program at BNL. Locations are posted on the Electric Vehicle Charging Station page on BERA website. Suggestions for additional charging stations locations may be directed to the program point of contact.

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- BNL/BSA cannot always guarantee the availability of EVSE. Charging station stalls may be flagged for fleet vehicles only, DOE vehicles, closed for special event parking, maintenance, or construction. Participants should plan accordingly.
- The vehicle must have the issued hang tag/permit displayed on the rearview mirror in order to use an BNL EVSE.
- Participants may only use designated ChargePoint Level 2 charging stations during regular work hours (07:00 – 15:30).
- BNL fleet and DOE vehicles requiring electric vehicle charging have priority at all times and exclusive use of EVSE from 15:30 – 07:00.
- Visitors with electric vehicles may NOT use charging stations.
- Please limit charging to no more than 4 hours per workday to allow fleet vehicles and other participant use of the charging station.
- A participant vehicle must be actively charging when parked in a charging station parking stall.
- Please move vehicle from the charging station parking stall once charging is complete or the 4 hour time limit has been reached.
- No other electric receptacles may be connected to a private vehicle for any reason.

2.6 Cancellation

Participants may cancel participation in this program at any time through e-mail notification to the designated electric vehicle program point of contact.

2.7 Contact Information

Questions and requests for enrollment in BNL's Electric Vehicle Charging Program may be directed to the following:

Level 2 Charging
Transportation
Phone: (631) 344-2714
E-mail: transportation@bnl.gov

Level 1 Charging
BERA
Phone: (631)-344-3347

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2.8 Charging Station Etiquette

The following rules of etiquette are provided to help participants create an environment that encourages each other to use charging station best practices and limit charging conflicts.

1. **Safety First:** Practice safe charging. This means properly managing the cord. Neatly wind the cord on its holder, or place the connector in its holster so that people will not trip on any excess length or drive over it.
2. **Government Fleet Vehicles:** Government fleet and DOE vehicles take priority for use of BNL EVSE. Participants should leave their charging ports unlocked and understand that their PEV may be unplugged so that a government fleet vehicle may charge.
3. **Participant Communication Network:** Users of BNL EVSEs are encouraged to create their own communication network for use of the EVSE. This could include an interoffice e-mail group, calendar-based reservation system, or other social media group. This communication network is especially helpful for new PEV drivers who want to start charging at work and must coordinate with the current charging station users.

Establishing charging schedules among participants (e.g., who charges in the morning while others wait until the afternoon) should be discussed among employees based on their schedules to eliminate rushing to be the first to the charger in the morning.

If a charging station can be accessed by more than one PEV, a situation may arise in which a PEV driver needs to remove the cord from a fully charged vehicle to plug in their own PEV. To avoid conflicts, acceptable etiquette should be established between BNL participants regarding the appropriate situation and method to unplug another PEV. Typically, it is only appropriate to unplug another PEV once it has been fully charged. If the other PEV is not fully charged, a PEV driver may be able to park beside the charging vehicle and leave their charging port open as a sign that they would like to use the charging station once the other vehicle is finished. An additional form of notification to that driver may be necessary as well so they know someone else is waiting.

Drivers are encouraged to leave their charging ports unlocked during charging so that other users may unplug them when finished. Some participants may also use a Charging Hanger sign/permit, which mimics a “do not disturb” sign for PEVs. These placards have a green, “ok to unplug” side as well as a red, “do not unplug.”

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4. **EVSEs are for PEVs:** It is never acceptable for an internal combustion car to park in a spot designated for a plug-in car. It is a firm rule, no matter how crowded a parking lot is, and no matter how infrequently the charging location is used. Plug-in cars can include plug-in hybrid electric vehicles and plug-in electric vehicles.
5. **Signage:** Electric vehicle drivers must adhere to posted signs. Fleet vehicles and employee vehicles may share charging stations; however, at certain locations, charging may be designated as Government Fleet Use Only. Never park your personal vehicle in a charging space designated for government-owned vehicles only, or use charging stations that do not display program signage.
6. **Charge Only When Necessary:** Do not charge if you do not need a charge. Leave the spot free for another PEV driver that might need the charge to safely complete his or her daily travels. Please utilize your home as your primary charging location, if possible, and use workplace charging as needed to augment your home charge. Over time, we expect the number of electric vehicles to exceed the number of available charging stations; therefore, you should only use them when necessary.
7. **Workplace charging is a privilege:** Remember, charging your vehicle in a government-provided charge-spot is a privilege and is available to participants on a first-come, first-served basis. There is no guarantee that a charging station will be available for participants' use.
8. **Your charging program hang tag is for your PEV:** Do not share your participant hang tag with others, including friends, family members, and co-workers. It is for your use only.

3. DEFINITIONS

Authorized to be Onsite. An individual authorized by a federal agency to use its parking area. This includes agency DOE employees as well as its contractors.

Cordset. Equipment that extends from an EVSE and plugs into a PEV with a connector to deliver electricity by alternating current or direct current to the PEV battery. The equipment communicates with the PEV to ensure that the plug is securely connected to the vehicle before supplying a safe flow of electricity.

Electric Vehicle Supply Equipment (EVSE). Electrical hardware used to supply electric energy to a plug-in electric vehicle.

Charging station. Electrical connection that provides electricity used for charging a PEV. INL has installed Level 2 stations with permanently connected cordset and networked fee for usage.

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Participant. Employees who have completed and submitted required paperwork and payment for the Electric Vehicle Charging Program.

Plug-in Electric Vehicle (PEV). A vehicle that (a) draws motive power from a battery; (b) can be recharged from an external source of electricity for motive power.

Privately Owned PEVs. PEVs not acquired for federal agency use, including PEVs that are owned or leased by employees that are authorized to be onsite.

4. REFERENCES

“Guidance for Federal Agency Implementation of Workplace Charging Pursuant to the Fixing America’s Surface Transportation Act: Level 1 Charging Receptacles” Office of Federal Sustainability, Council on Environmental Quality, June 2016

https://www.sustainability.gov/pdfs/guidance_fed_workplace_charging.pdf