	© ISO New England, Inc. 2008	Master/ LCC Procedure # 7 Processing Transmission Applications
		Revision Number: 5 Revision Date: 11/16/07
Contact: ISO Manager Outage Coordination		Approved by: M/LCC Heads
		Review Due Date: July 1, 2008

Master/Local Control Center Procedure No. 7

(M/LCC 7)


Processing Transmission Outage Applications

1.	References.....	2
2.	Purpose.....	2
3.	Procedure	2
4.	Revision History.....	5
5.	Attachments	6

This document is controlled when viewed on the ISO New England Internet web site. When downloaded and printed, this document becomes **UNCONTROLLED**, and users should check the Internet web site to ensure that they have the latest version. In addition, a Controlled Copy is available in the Master Control Room procedure binders at the ISO.

The information contained in this document is for use by ISO New England staff and the Local Control Centers and is subject to modification. ISO New England Inc. is not responsible for any reliance on this document by others, or for any errors or omissions or misleading information contained herein.

Hard Copy Is Uncontrolled

	© ISO New England, Inc. 2007	Master/ LCC Procedure # 7 Processing Transmission Applications
		Revision Number: 5 Revision Date: 11/16/07
Contact: ISO Manager Outage Coordination		Approved by: M/LCC Heads
		Review Due Date: July 1, 2008

1. References

ISO New England Operating Procedure No.1 - Central Dispatch Operating Responsibility and Authority of ISO New England, the Local Control Centers and Market Participants (OP-1)

ISO New England Operating Procedure No.3 - Transmission Outage Scheduling (OP-3)

ISO New England Operating Procedure No. 19 - Transmission Operations (OP-19)

NPCC C-13 - Operational Planning Coordination

2. Purpose

This procedure describes the process of submitting transmission outage applications internally within New England (Between the Local Control Centers and ISO New England (ISO)). Outage scheduling software is the primary tool used to process all basic information required for each transmission outage application , The use of the outage scheduling software also allows ISO to efficiently communicate its study results to a Local Control Center.

This procedure is not intended to replace the telephone conversations held between ISO and any Local Control Center concerning the impact of any transmission outage application on the operation of the New England Transmission System. It is merely intended to streamline the process of submitting transmission outage applications from the Local Control Centers to ISO. When Outage scheduling software is unavailable then the fax machine shall be used to communicate transmission outage applications.


3. Procedure

NOTE

The outage scheduling software is used to communicate transmission outage applications. The intent of this Software is to allow the Local Control Center to submit all pertinent information regarding each transmission facility outage. The ISO Outage Coordination group evaluates transmission outage applications submitted using the outage scheduling software. The outage scheduling software will automatically log transmission outage applications as they are submitted to ISO.

ISO and Local Control Center responsibilities associated with processing transmission outage applications are clearly defined in ISO New England Operating Procedure No. 3 – Transmission Outage Scheduling (OP-3). Outside of normal working hours or in the absence of personnel from the ISO Outage Coordination group, the ISO Security Operator and the Local Control Center Operators are responsible for processing transmission outage applications.

Hard Copy Is Uncontrolled

	© ISO New England, Inc. 2007	Master/ LCC Procedure # 7 Processing Transmission Applications
		Revision Number: 5 Revision Date: 11/16/07
Contact: ISO Manager Outage Coordination		Approved by: M/LCC Heads
		Review Due Date: July 1, 2008


1. The transmission outage applications process for ISO and the Local Control Centers shall be performed as follows:
 - A. The Local Control Center shall prepare all necessary Local Control Center informational items using the outage scheduling software. Once the Local Control Center informational items are completed the transmission outage applications shall be sent (Submitted) to ISO. The transmittal appears to ISO in the outage scheduling software as a Submitted Application.
 - B. If outage scheduling software is unavailable then the Local Control Center shall prepare all necessary items on Attachment A - ISO Transmission Facility Outage Request Form listed in the 'To Be Completed by Local Control Center' section and fax the form to ISO.
 - C. If transmission outage applications are being sent by fax outside of normal working hours, then notify the ISO Security Operator of the fax transmittal via telephone.

NOTE

The outage scheduling software automatically assigns application numbers when the outage application is received by ISO. Receipt by ISO shall be understood to occur when an application number is assigned.

- D. The ISO Outage Coordination group /Security Operator shall place the transmission outage application in the Study mode when the application is being studied. The Local Control Center can alter a transmission outage application until it is placed in the Study mode by ISO. ISO shall update the outage scheduling software with the necessary changes to the transmission outage application.
- E. If use of the fax machine is required, upon receiving the transmission outage application form on the fax machine, the ISO Outage Coordination group / Security Operator shall call the Local Control Center to acknowledge its receipt and assign it an ISO application number by entering it into the outage scheduling software.
- F. If outage scheduling software is unavailable then by 1600 hours each day the Local Control Center shall verify that an application number has been received for each faxed application submitted to ISO that day. Any discrepancies shall be reported to ISO. This ensures that an application has not been inadvertently overlooked or lost in the fax process. Once the outage scheduling software is returned to service, the ISO Outage Coordination group shall enter the faxed outage information.

Hard Copy Is Uncontrolled

	© ISO New England, Inc. 2007	Master/ LCC Procedure # 7 Processing Transmission Applications
		Revision Number: 5 Revision Date: 11/16/07
Contact: ISO Manager Outage Coordination		Approved by: M/LCC Heads
		Review Due Date: July 1, 2008

G. The ISO Outage Coordination group /Security Operator shall discuss the detailed transmission outage application with the Local Control Center when additional analysis is required, to ensure complete understanding of the transmission outage application and to obtain all necessary input to the ISO study and decision-making process. Items to be discussed may include, but are not limited to:


- Specifics of the work to be performed
- Locked-in or unavailable generation
- Must-run generation
- Potential conflicts with other transmission outages
- Actions to be taken if emergency restoration is required
- Other information that may affect the ISO decision

NOTE

The Local Control Center, using the outage scheduling software, can view the status of the transmission outage application and the results of the study.

- H. The ISO Outage Coordination group / Security Operator shall confirm the decision to approve or disapprove the application using the application status modes (Interim Approved, Approved, Revoked, Denied, Cancelled) contained within the outage scheduling software and if necessary, notify the Local Control Center by telephone.
- I. Upon completion of the study at ISO, the study results shall be made available to the appropriate Local Control Center:
- Normally through the outage scheduling software
 - If the outage scheduling software is unavailable, the study results shall be listed on page 2 of Attachment A - ISO Transmission Facility Outage Request Form and sent via fax to the appropriate Local Control Center.
- J. If operating conditions change sufficiently to require a new study of a transmission outage application which has progressed to the Study mode or beyond, the Local Control Center shall contact ISO with the new study results.

Hard Copy Is Uncontrolled


	© ISO New England, Inc. 2007	Master/ LCC Procedure # 7 Processing Transmission Applications
		Revision Number: 5 Revision Date: 11/16/07
Contact: ISO Manager Outage Coordination		Approved by: M/LCC Heads
		Review Due Date: July 1, 2008

- K. On the shifts leading up to the transmission facility outage, the ISO Security Operator shall update the studies already performed to reflect the impact of current operating conditions on the outage request. Each application update can be viewed using the outage scheduling software and shall be discussed via a telephone call with the appropriate Local Control Center on the night before the start of the outage.
- L. Each Local Control Center shall confirm final approval of the transmission outage application with the ISO Security Operator before switching begins.
- M. In the event a transmission outage application is disapproved by ISO or postponed by the Local Control Center or Participant, the Local Control Center shall resubmit the transmission outage application, as outlined in OP-3, according to the steps outlined above.
- N. When transmission work is complete, the Local Control Center shall notify the ISO Security Operator for authorization to return transmission elements in cases where reconfiguration of the transmission system is required
- O. Outage start and completion times will normally be entered into the outage scheduling software by the ISO New England control room staff.

4. Revision History

Rev. No.	Date	Reason
1	04/30/90	
2	03/01/03	Update for Outage Scheduler software
3	09/01/04	Standardize procedure format and incorporate RTO language changes
4	08/24/06	Revised ISO Contact information
5		Modified language throughout for better clarity, updated process to conform with current OS software capabilities, changed language to reference generic outage scheduling software, added steps to ensure ISO is made aware of returning outage work to service and that ISO control room staff will normally enter times into outage scheduling software.

Hard Copy Is Uncontrolled

	© ISO New England, Inc. 2007	Master/ LCC Procedure # 7 Processing Transmission Applications
		Revision Number: 5 Revision Date: 11/16/07
Contact: ISO Manager Outage Coordination		Approved by: M/LCC Heads
		Review Due Date: July 1, 2008

5. Attachments

Attachment A - ISO Transmission Facility Outage Request Form.