	CROP.35004 Time Error Correction	
© 2023	Approved By: Director, Operations	Effective Date: 03/03/2023
Rev #9	Procedure Owner: Manager, Control Room Operations	Valid Through: 03/03/2025

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References

[None]

Procedure Background

The information about the Time Error Correction (TEC), initiation or termination, can be found in RCIS located under Time Correction and is provided during the NERC call.

Common Procedure Information

- A. Any ISO-NE qualified Control Room Operator has the authority to take actions required to comply with NERC Reliability Standards. A qualified ISO-NE Control Room Operator has met the following requirements:
 - 1. Have and maintain a NERC certification at the RC level (per R.1 of PER-003-2)
 - 2. Applicable Requirements of PER-005-2
 - 3. Approved to cover a Control Room Operator shift position by the Manager, Control Room Operations
 - 4. Is proficient at the current qualified level.
- B. Real-time operation is defined as the current hour and the current hour plus one.
- C. Future hours are those beyond real-time operation.
- D. All verbal communications with Local Control Centers (LCC), neighboring Reliability Coordinators/Balancing Authorities (RC/BA), Designated Entities (DE), Demand Designated Entities (DDE) and/or SCADA centers shall be made on recorded phone lines unless otherwise noted.
- E. For all communications:
 - 1. Use the Basic Protocol for All Operational Communications as prescribed in M/LCC 13.
 - 2. Use 'ISO New England' or 'New England'. Refrain from using 'ISO'.
 - 3. Use Asset ID's when communicating with DE/DDEs.
 - 4. Use three-part communication in all situations where its use will enhance communication.
- F. Primary responsibilities are stated for each step within the procedure, but any ISO Control Room Operator qualified at that position or higher can perform the step. The Primary Responsibility may be delegated to an Operator in a lower qualified position, but the responsibility for its completion remains with the identified individual..
- G. The use of “ensure” within this document means that a verification has been performed and if the item is not correct, corrective actions will be performed.

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Procedure

Condition(s) to perform this section:

- A time error correction initiation instruction is received by a NERC conference call accompanied by an RCIS message.

Section 1 : Time Error Correction Initiation

Step 1.1 Primary Responsibility: Senior System Operator
Identify the Start Date and Time, Time Correction Letter, frequency offset and Time Deviation.

Step 1.2 Primary Responsibility: Senior System Operator
Access the Time Error Correction display.

Instructions

Access the display from either:

- The NEPEX System Summary display by clicking the "Frequency Correction..." button; Or
- The Interchange Scheduling display by clicking the "Correction Schedule..." button.

Step 1.3 Primary Responsibility: Senior System Operator
Ensure the Active Correction is set to Manual.

Step 1.4 Primary Responsibility: Senior System Operator
Enter the time error correction details into the Manual Time Error Correction area.

Instructions

- Time Correction Letter is entered into the ID well.
- Frequency Offset (normally +/- 0.02 Hz) is entered into the Offset well.
- Start Date and Time is entered into the Start Time well. The date and time format is MM/DD/YY HHMM:SS
- Stop Date and Time is entered into the Stop Time well. The date and time entered is the next day at 0500 unless the time error correction starts between 0001 and 0500 then the end time should be the current day at 0500.

Notes

Typically, the time error correction does not start or continue between 0500 and 1200.

Step 1.5 Primary Responsibility: Senior System Operator
Notify the Loader Operator of the Time Error Correction start time and frequency schedule.


Step 1.6 Primary Responsibility: Loader Operator
Update the PCEC with the time error correction start time and frequency schedule.

Step 1.7 Primary Responsibility: Senior System Operator
Log the start of the Time Error Correction.

Instructions

Use log entry: > INTERCHANGE SCHEDULING > TIME ERROR CORRECTION > Start

Step 1.8 Primary Responsibility: Senior System Operator
Verify the Scheduled Frequency in EMS adjusted for the Time Error Correction at the start time.

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Condition(s) to perform this section:

- A time error correction stop instruction is received by a NERC conference call accompanied by an RCIS message

Section 2 : Time Error Correction Termination

Step 2.1 Primary Responsibility: Senior System Operator
Identify the Stop Date and Time associated to the current Time Correction Letter.

Step 2.2 Primary Responsibility: Senior System Operator
Access the Time Error Correction display.

Instructions

Access the display from either:

- The NEPEX System Summary display by clicking the "Frequency Correction..." button; Or
- The Interchange Scheduling display by clicking the "Correction Schedule..." button.

Step 2.3 Primary Responsibility: Senior System Operator
Ensure the Active Correction is set to Manual.

Step 2.4 Primary Responsibility: Senior System Operator
Enter the Stop Date and Time into the Manual Time Error Correction area.

Instructions

Stop Date and Time is entered into the Stop Time well. The date and time format is MM/DD/YY HHMM:SS

Step 2.5 Primary Responsibility: Senior System Operator
Notify the Loader Operator of the Time Error Correction Stop Time and that frequency schedule is returning to 60.00 Hz.

Step 2.6 Primary Responsibility: Loader Operator
Update the PCEC for the end of the Time Error Correction by entering the stop time and frequency schedule.

Step 2.7 Primary Responsibility: Senior System Operator
Log the completion of the Time Error Correction.

Instructions

Use log entry: > INTERCHANGE SCHEDULING > TIME ERROR CORRECTION > End

Step 2.8 Primary Responsibility: Senior System Operator
Verify the Scheduled Frequency in EMS adjusted for completion of the Time Error Correction at the stop time.

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Condition(s) to perform this section:

- A reliability concern exists and a Time Error Correction is occurring or is scheduled to occur.

Section 3 : Request the Time Error Correction be cancelled or terminated

Step 3.1 Primary Responsibility: Senior System Operator

Coordinate with the Operations Shift Supervisor to determine if the current or impending Time Error Correction should be terminated or cancelled for reliability.

Step 3.2 Primary Responsibility: Senior System Operator

Condition(s) to perform this step:

- If it was determined that the Time Error Correction should be cancelled or terminated.

Contact the Interconnection Time Monitor to request the cancellation/termination.

Notes

- The following are the designated Interconnection Time Monitors through 2024:
 - Tennessee Valley Authority (TVA) – February 1, 2021 through January 31, 2022
 - MISO – February 1, 2022 through January 31, 2023
 - IESO (Ontario) – February 1, 2023 through January 31, 2024
- Phone number for the Interconnection Time Monitor are located on the Control Room SharePoint ([link](#))

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Revision History

Rev. No.	Date (MM/DD/YY)	Reason	Contact
0	04/30/13	Initial revision of this Procedure	Steven Gould
1	04/14/15	Biennial review	Steven Gould
2	01/25/17	Approved on 01/25/17 but will not be effective until 02/01/17 to coincide with assuming Interconnection Time Monitor role. Complete rewrite due to ISO-NE assuming the Interconnection Time Monitor duty	Steven Gould
3	02/28/17	Modified the guidance for calculating the duration Added guidance for initiating a NERC Hotline Call	Steven Gould
4	05/24/17	Administrative Correction	Steven Gould
5	01/18/18	Rewrite based on ISO-NE no longer being the Interconnection Time Monitor. Approved on 01/18/18 but will not be effective until 02/01/18 to coincide with no longer being the Interconnection Time Monitor	Steven Gould
6	12/28/18	Clarification to end date and time.	Steven Gould
7	09/10/19	Updated the Time Monitor in step 3.2. Review of Notes and Instructions	Steven Gould
8	08/19/21	Biennial review, updated Common Procedure Information section, Time Monitor step 3.2 and reformatted the Table of Contents.	Steven Gould
9	03/03/23	Deleted Steps 1.5 and 2.5	Jonathan Gravelin