




# System Operating Procedures

SOP-OUTSCH.0010.0010

Enter Generator/DARD Maintenance Outage  
Requests

Effective Date: January 5, 2011  
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	© ISO New England Inc. 2011	<b>Procedure: Enter Generator/DARD Maintenance and Outage Requests</b>
	Process Name: Capture Generation Outage Requests	
	Procedure Number: OUTSCH.0010.0010	Revision Number: 12
	Procedure Owner: Mike Courchesne	Effective Date: January 5, 2011
	Approved By: Director, Operations Support Services	Valid Through: January 5, 2013

# SOP-OUTSCH.0010.0010


## Enter Generator/DARD Maintenance and Outage Requests

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## 1. Objective

The objective of this procedure is to document the responsibilities of ISO New England (ISO) staff with regards to logging of Generator and Dispatchable Asset Related Demand (DARD) outages. This procedure does not in any way change the intent of ISO New England Operating Procedure No. 5 - Generator and Dispatchable Asset Related Demand Maintenance and Outage Scheduling (OP-5) but rather is intended to clarify responsibilities delegated to ISO staff by OP-5.

## 2. Background

Market Participants submit Generator/DARD outage requests and ISO schedules the Generator/DARD outages in accordance with OP-5. When system reliability is at risk, ISO schedules outages in a manner to meet minimum prescribed system security and reliability principles.

The Short Term Outage Coordinator/Engineer and Forecaster receive outage requests and log them in the ISO Outage Scheduling software. Market Participants submit Generator/DARD Outages when an outage can be deferred beyond the end of the next weekend but requires that the Generator/DARD be removed from service, before the next Planned Outage. This procedure does not pertain to real-time forced Generator/DARD outages, which are handled as redeclarations in accordance with SOP-RTMKTS.0110.0010 - Maintain Real-Time Operational Data. However, when a forced Generator/DARD outage occurs, the Short Term Outage Coordinator/Engineer or Forecaster will carry the Forced Outage forward in the ISO Outage Scheduling software.

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### 3. Responsibilities


**NOTE**

Any NERC Certified System Operator, certified at the RC level, has the authority to take action(s) required to comply with NERC Reliability Standards.

1. The Short Term Outage Coordinator/Engineer is responsible for the logging of Generator/DARD outage requests between 0800. and 1630 weekday holidays and weekends.
2. The on-shift Forecaster is responsible for:
  - A. Logging of Generator/DARD outage requests when the Short Term Outage Coordinator/Engineer and Short Term Outage Specialist/Engineer positions are not staffed (Daily from 1630 through 0800).
  - B. Recording outage information into the ISO Outage Scheduling software when notified by the Loader Operator/Generation Operator of the receipt of a Generator/DARD outage request in real-time.
3. The Loader Operator/Generation Operator is responsible for:
  - A. Logging Generator/DARD outage requests
  - B. Notifying the Forecaster when a Generator/DARD outage request is received in real-time.

### 4. Controls

- None

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## 5. Instructions

### 5.1 Logging of Generator/DARD Outage Requests

#### 5.1.1 Short Term Outage Coordinator /Engineer & Forecaster duties

#### NOTE

A majority of Generator/DARD outage applications are handled over the telephone allowing the requestor to be notified immediately if the application is accepted or whether another time is more appropriate.


1. The Short Term Outage Coordinator/Engineer and Forecaster shall log Generator/DARD outage applications submitted to ISO and notify the sender that the application has been received. The Short Term Outage Coordinator/Engineer and Forecaster shall review the application in accordance with SOP- OUTSCH.0030.0010 - Evaluate Generator and Dispatchable Asset Related Demand Outage Requests.
2. The Forecaster shall record Short Term and Forced Generator/DARD outages received by the Loader Operator/Generation Operator in real time into the ISO Outage Scheduling software.

#### NOTE

If the outage spans both a summer period and a winter period, two (2) separate outage applications should be entered to reflect the SCC in the two (2) different seasons.

3. When Generator outage requests are received, the Short Term Outage Coordinator/Engineer and Forecaster shall enter the following data into a Generation Outage Request form in the ISO Outage Scheduling software:
  - Type of Reduction (Planned, Planned Overrun, Short Term or Forced, Owner Test or Informational)
  - Market Asset ID
  - Reduction on each physical component of the Market Asset (Eco Max will be calculated based on the effective SCC)
  - Planned Start date/time of outage
  - Planned End Ramp date/time

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- Outage Reason
- Ability to postpone information, for Short Term
- Black Start capability during outage, if required
- Link any related Transmission Outage Request or Generation Outage Request (if applicable)
- Enter any additional information provided by requestor in External Comments field
- Select Public radio button (if selected, this allows Market Participant or Generator Owner to view the outage request on the Web Client)
- Create a Requested By Notification entry indicating the person requesting the outage

**NOTE**

Planned outage requests must be submitted 15 calendars days before the start of the outage. The Short Term Outage Coordinator/Engineer and Forecaster should not Submit a Planned outage request without confirmation from the Supervisor, Short Term Outages.


4. When DARD outage requests are received, the Short Term Outage Coordinator/Engineer and Forecaster shall enter the following data into a Transmission Outage Request Form in the ISO Outage Scheduling software:
  - Set the Priority to Informational
  - Select the Station at which the DARD is located
  - Planned Start date/time of outage
  - Planned End date/time of outage
  - Market Sensitive = Yes
  - Outage Reason
  - In Reason/Priority field capture detail about the DARD outage including the NCL Value (Nominal Commitment Limit) they are able to provide during the outage

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5. The Short Term Outage Coordinator/Engineer and Forecaster shall select “Submit” to save the Generator/DARD outage application in the ISO Outage Scheduling software and the following information will be updated:
    - Outage number will be assigned
    - Requested By, will contain the user creating the outage request
    - Outage Status will be determined by the type of outage:
      - Forced, Informational will be Approved
      - All others will be Submitted
  6. The Forecaster shall review outage applications submitted and print out the applications.

**5.1.2 Loader and Generation Operator duties**

1. The Loader Operator/Generation Operator shall log any Generator/DARD outage requests in the Control Room Event Logserver (Logserver) per SOP-RTMKTS.0125.0040 - Update Control Room Logs.
2. The Loader Operator/Generation Operator shall notify the Forecaster when a Generator/DARD outage request is received in real time and the Forecaster shall record the outage information into the ISO Outage Scheduling software.

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## 6. Performance Measures

This procedure is deemed to be properly followed as evidenced by the following:

- Corporate Goal for NPCC RCEP non-compliance letters received by the ISO in regards to Operating Reserve is met

## 7. References

ISO New England Operating Procedure No. 5 - Generator and Dispatchable Asset Related Demand Maintenance and Outage Scheduling (OP-5)

SOP-RTMKTS.0110.0010 - Maintain Real-Time Operational Data


SOP- OUTSCH.0030.0010 - Evaluate Generation and Dispatchable Asset Related Demand Outage Requests

SOP-RTMKTS.0125.0040 - Update Control Room Logs

## 8. Revision History

Rev. No.	Date	Reason	Contact
0	02/13/03	Initial procedure for SMD	Joe Mercer
1	06/3/03	Update procedure to current practice	Joe Mercer
2	11/12/03	Modified Controls and Performance Measures to align with ISO 9001 standards	Joe Mercer
3	01/12/04	Added note that Any Control Room Operator has the authority to take action(s) required to comply with NERC Policy.	Joe Mercer
4	04/02/04	Clarified the recording of Maintenance vs. Forced outages	Joe Mercer
5	02/01/05	Updated SOP for RTO terminology	Seamus McGovern
6	05/05/06	Updated for Control Room Forecaster Split	Peter Harris
7	08/10/06	Updated task responsibilities	Peter Harris
8	09/25/06	Revised for ASM Phase 2	Peter Harris
9	03/27/07	Revised and updated as part of annual review	Peter Harris
10	03/27/09	Revised and updated as part of periodic review	Mike Courchesne

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11	06/01/10	<p>In Header , changed copyright date to 2010 and corrected SOP title;</p> <p>Changed Dispatchable Asset Related Demand in title to DARD;</p> <p>Minor editorial changes including use of acronyms, clarification of responsibilities for directed actions, improve grammar to be consistent with current practices;</p> <p>Globally replace titles Senior Outage Coordinator with Short Term Outage Coordinator/Engineer, added /Engineer to Short Term Specialist,</p> <p>Section 3 replaced NOTE text with statement provided by Director; Operations;</p> <p>Updated to include new FCM rules;</p> <p>Added NOTE prior to 5.1.1.4;</p> <p>Added SOP-RTMKTS,0125.0040 to References section</p>	Mike Courchesne
12	01/05/11	<p>Biennial review by procedure owner;</p> <p>Header updated copyright date;</p> <p>Globally replaced SAM with ISO Outage Scheduling;</p> <p>Replaced all a.m. and p.m. times with 24 hour times;</p> <p>Replaced page numbering in footer with Page X of Y format;</p> <p>Modified Section 2, Section 3.1, Section 3.2;</p> <p>Modified Section 3 of Loader/Generation Operators responsibilities;</p> <p>Modified Section 5.1.1 Title, Step 5.1.1.1, Step 5.1.1.2, NOTE prior to step 5.1.1.2;</p> <p>Replaced NOTE prior to step 5.1.1.3;</p> <p>Modified step 5.1.1.3;</p> <p>Replaced NOTE prior to step 5.1.1.4;</p> <p>Added new step 5.1.1.4 and bullets;</p> <p>Modified step 5.1.1.5 and bullets;</p> <p>Deleted NOTE following step 5.1.1.6;</p> <p>Modified step 5.1.2.2</p>	Mike Courchesne

## 9. Attachments

None.