

# BESNet User Manual

Exception Request Preparation for Registered Entities

June 29, 2014 Version 1-2



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# Introduction

NOTE: This user manual ONLY addresses creation and submittal of Exception Requests. Other User Manuals currently available are:

- BESNet User Administration
- Creation and submission of Notifications of Self-Determination

This user manual provides a guided walk-through to illustrate the BES Notifications and Exceptions Tool (BESNet). The system provides a workflow-based process that emulates the BES Exceptions Procedure (as outlined in NERC's Rules of Procedure, Appendix 5C), to route, evaluate, and take actions on Exception Requests and Self-Determined Notifications.

Users have the ability to log into a secure portal and create both Exception Requests and Self-Determination Notifications. Depending upon the selection, the user is provided with an Exception or Self-Determination form. Each form captures the relevant details for the Submitting and Owning Entities, Inclusion and Exclusion rules, Element descriptions, and one or more elements.

Upon completion of the form, the Entity is able to submit the Exception Request or Notification. The system will automatically notify all appropriate parties of the submission. This includes Submitting and Owning Entities, "Scope of Responsibility" Entities, Regional Entities, and NERC. BESNet provides capabilities for Regional Entities to acknowledge Notification of Self-Determination elements and process Exception Requests, request and receive supplemental information, alert and notify participants of changes, issue recommendations, and monitor periodic re-certification of requests. In addition, NERC can create proposed and final decisions, as well as manage appeals to those decisions.

BESNet contains report functions for accessing information about Exception Requests and Notifications, which enables BESNet to produce a list of facilities and Elements for which: 1) Exception Requests to the BES Definition have been granted, and 2) Notifications of Self-Determination have been submitted. NERC will publicly post reports on its website that provide interested persons (including applicable governmental authorities) information regarding submitted Exception Requests that may be of interest to them.

## **BESNet Program Cautions**

The following cautions should be followed when using the BESNet program:

- A. DO NOT use the back button in your browser.
- B. Be sure to scroll right and left within your browser (depending on your screen resolution) to ensure that all required information is entered in the browser.

## Logging In

Navigate to the following URL: <u>https://besnet.eroenterprise.com</u>

ERO Platform
<ul> <li>A User Name</li> <li>B Password</li> <li>C Remember me?</li> <li>D Sign In</li> <li>C Create New Account   Reset Password</li> </ul>
This system is for the use of authorized users only. Individuals using this system are subject to having their activities monitored and recorded by authorized company personnel. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, company personnel may provide the evidence of such monitoring to law enforcement officials.

Figure 1: ERO Platform Log-In Screen

- A. Enter the User Name (A).
- B. Enter the **Password** (B) created during user registration.
- C. If desired, click on the **Remember me?** checkbox (C), which gives permission for the system to remember the credentials entered.
- D. Once finished with these fields, complete the login process by pressing the Sign In (D) button.
- E. Click the Create New Account (E) link. See Section Creating a New Account for more details.
- F. To reset your password, click the **Reset Password** (F) link. See Section **Resetting the User Password** for more details.

#### Selecting the User's Entity

If the user has been vetted as a representative for more than one Entity, the user will first be prompted to select the Entity he or she wishes to represent for the current session. Users who are only vetted for a single Entity will skip this step.

<u>User Entit</u>	y Selection:
Arizona F	Public Service 🗸 🔺
Select	в

Figure 2: User Entity Selection Screen

To identify the Entity the user will represent during this session:

- A. Select the **Entity Name** (A) from the Entity list. Only those Entities for which this user has been vetted will appear.
- B. Click the **Select** (B) button.

## **Logging Out**

To log out of the system, click the **Log Out** link (A) in the upper right of the **BESNet Dashboard** header.

ERO Enterprise BES Exceptions and Notifications Tool

Figure 3: BESNet Dashboard Header

# **BESNet Dashboard Overview**

The **BESNet Dashboard** is the home screen for the BESNet application. The Dashboard is displayed when a user logs into the application and whenever the **Home** link is pressed on any BESNet application page.

	ERO Ente	rprise B	ES Notific	ations and	Exception	s Tool	BESnetEntit	ty53@test.com / H	lelp
		1						Log Ot	ut
A	Home	User C	reate Exception F	Request Create	e Self Determinat	ion Reports			
-	Exception Requests								
	Show in Dashbo	ard							
B	Archived	: Withdra	wn: Solit:	Certified: Contraction	ERC Review:	eviewing Regions:		igned: Appl	Y
-	Archived: withdrawn: Split: Certified: SD in NERC Review: Reviewing Regions: TRP Assigned:								
	Show 10 - Searc	h:							
	Show 10 Searc	h: Status	♦ Stage	<b>‡</b> Туре <b>‡</b>	Submitted \$	Submitting Entity	Region	♦ Next Action	¢
	Show 10 Searc	h: Status Status	Stage	Type            Type	Submitted \$	Submitting Entity	Region Region	♦ Next Action Next Action	¢
0	Show 10 Searc ID \$ 2014-RFC- NCR00782- Exception00007	Status Status Challenge Completed	Stage     Stage     Certification <u>Approved</u>	Type            Type            Type            Exception Request	Submitted         \$           Submitted         \$           05/23/2014         \$           18:43:11 EST         \$	Submitting Entity Submitting Ent 1 FirstEnergy Generation Corp.	Region Region RFC	♦ Next Action Next Action 04/01/2017 Re- Certification Gov't Entity Challenge	¢ '- '
C	Show 10 Searc ID \$ ID 2014-RFC- NCR00782- Exception00007 2014-MRO- NCR02602- SD00030	h: Status Status <u>Challenge</u> <u>Completed</u> <u>New</u>	Stage     Stage     Stage     Certification     Approved     Regional     Review	Type       Type       Type       Exception Request       Self- Determination	<ul> <li>Submitted \$</li> <li>Submitted</li> <li>05/23/2014 18:43:11 EST</li> <li>06/05/2014 10:03:11 EST</li> </ul>	Submitting Entity Submitting Ent 1 FirstEnergy Generation Corp. 1 Allegheny Power [LSE, TO]	Region Region RFC MRO	<ul> <li>♦ Next Action</li> <li>Next Action</li> <li>04/01/2017 Re- Certification Gov't Entity Challenge</li> <li>Regional Decision</li> </ul>	¢

#### Figure 4: BESNet Dashboard

- A. The Dashboard navigation bar (A) contains the following options:
  - a. Home: Returns the user to the BESNet Dashboard.
  - b. User: Provides options for user management and account management.
  - c. Create Exception Request: Starts the process for creating a new Exception Request.
  - d. Create Self-Determination: Starts the process for creating a new Notification of Self-Determination.
  - e. **Reports:** Contains options for reporting.

#### NOTE: Some options may not appear, based on a user's role in the system.

- B. The Show in Dashboard Filter (B). By default, Exception Requests that are archived or withdrawn, or that have been split and are therefore no longer active, do not appear in the Exception Requests listing. This filter allows the user to include any or all of the Exception Requests in the listing by checking the box next to the Exception Request state that should be included. These operate as follows:
  - a. **Archived:** When checked, the BESNet Dashboard will include Exception Requests that have been archived, cancelled, or terminated.
  - b. **Withdrawn:** When checked, the BESNet Dashboard will include Exception Requests that have been withdrawn; that is, those submitted to Initial Review, but then rescinded by the Submitting Entity.

c. **Split:** When checked, the Dashboard will include Exception Requests that have been split into one or more newer Exception Requests and exist as a historical record.

NOTE: For more information about Split Exception Requests, see sections on **Splitting an Exception Request** or **Recertifying an Exception Request**.

- d. **Self-Determination in NERC Review:** When checked, the Dashboard will include any Notifications of Self-Determination that are awaiting NERC review.
- C. The **Dashboard List** (C) contains a list of all **Exception Requests** and **Notifications of Self-Determination**. Here, the user can:
  - a. Change the number of records that appear in the list, by changing the **Show in Entries** value.
  - b. Change the display order of the entries in the list, by clicking on the header of each column.
  - c. Filter the contents of the list, by entering text into the boxes underneath each column header.
  - d. Open a record, by clicking on the **Status** link.
  - e. Navigate through the pages in the list, by clicking the navigation links to the bottom right of the list.

**Exception Requests** can be made for either **Inclusion** or **Exclusion** of Elements from the BES. The procedure for both is the same, so only an **Exception Request for Exclusion** is included in these instructions.

NOTE: For users who are authorized for several Entities, be sure that you are logged into BESNet as the correct Entity.

To start the Exception Request process:

- 1. Click the Create Exception Request (A) menu item on the BESNet Dashboard Menu.
- 2. Select whether the Exception Request is For Inclusion or For Exclusion (B). This will bring up the Create Exception Request Screen.

ERO En	terprise BES Notifications and Exceptions Tool	elp rut
Home Exception Res	User Create Exception Request A Create Self Determination Reports           Image: Self Determination         Reports           Image: Self Determination         Reports	
Show in Dash	hboard	
Archiv	ved: 🗆 Withdrawn: 🗆 Split: 🗖 Certified: 🗖 SD In NERC Review: 🗖 Reviewing Regions: 🗖 TRP Assigned: 🗖 🗛 🗛	

Figure 5: BESNet Dashboard Menu Detail

The **Create Exception Request Screen** is broken into three sections for these instructions.

### **Completing Section 1: General Information**

**Section 1** contains a **General Information (A)** section about the Submitting Entity, pre-populated from the user information. Basic information about the Submitting Entity (i.e., the Entity with which the user is operating) can be edited here, including the Address, City, Country, State, and Postal Code.

ERO Enterprise BES Notifications and Exceptions To	Joe.Smith@Test53.com / Help Log Out
Home	
Create Exception Request	Save Draft     Delete
Request For         Entity Name           Exclusion         1 Allegheny Power [LSE, TO]	
NCR ID Address* NCR02602  R00 Cabin Hill Dr.	
City* Country* State* Greensburg US • PA •	
Postal Code* 15601	
The Submitting Entity is the owner of the Elements	
Element Descriptions 🔶 Current BES Definition Status 💠	D
Associated Exception Requests 💠 🕒	

Figure 6: Create Exception Request Screen Section 1

NOTE: If any of this information is modified, the BESNet address record will be updated for this Entity, not just for this Exception Request.

Section 1 has the following additional areas of interest:

- A. Noting whether the Submitting Entity is the Owner of the Elements (B) in the Exception Request.
- B. The Element Descriptions (C), the Current BES Definition Status (D), and Associated Exception Request (E).
- C. Save Draft and Delete buttons (F), which can be used at any time.

NOTE: The BESNet application automatically saves a draft of the Exception Request if the browser is closed or the session is interrupted.

#### Specifying the Submitting Entity

If the Submitting Entity is the owner of the element, select Yes (B).

If the Submitting Entity is NOT the owner of the Element(s) in the Exception Request, the user must select **No** (Figure 6, B) below the label for **The Submitting Entity is the owner of the Elements.** Doing so will modify Section 1 of the **Create Exception Request Screen**.

The Submitting Entity is the owner of the Elements	Owner Name* BP Energy Company
Submitting Entity Role(s) 👍 🗙	Owner NCR ID NCR00005
Reliability Coordinator	Search

Figure 7: Create Exception Request Screen with Non-Owner Submitting Entity

Indicate the role of the Submitting Entity by clicking on the **Blue + Sign (A)** that appears next to **Submitting Entity Role(s)** on the **Create Exception Request Screen**. This will take the user to the **Add Submitting Entity Relationship to Owning Entity Screen**.

dd Entity		
dd	Entity Association Type	
	Balancing Authority	
-	Planning Coordinator	
	Reliability Coordinator	
-	Transmission Planner	
	Transmission Operator	
-	Regional	

Figure 8: Add Submitting Entity Relationship to Owning Entity Screen

Select the appropriate relationship between the Submitting Entity and the Owner of the Elements(s) in the Exception Request (A), and click on the **Add** button (B). This will take the user back to the **Create Exception Request Screen**.

NOTE: If you cannot find a specific Entity Association Type you expected to see in the list, contact your Region.

#### Specifying the Owning Entity

Specify the **Owning Entity** of the Element(s) in the Exception Request by clicking on the **Search** button (Figure 7, B) on the **Create Exception Request Screen**. This will take the user to the **Owning Entities Screen**.

ERO En	terprise BES Notifications and Exceptions Tool	Joe.Smith@Test53.com / Help Log Out
Search Er	ntities : Owning Entities	
A	Search Search the Entity Name and NCR Id using ; as a delimite	r for multiple values.
Add	Entity Name	NCR Id
	American Wire Group, Incorporated	NCR00001
	Atlantic Power Corporation	NCR00002
Γ	Bartow, City of	NCR00003
	Beaches Energy Services of Jacksonville Beach	NCR00004
Г	BP Energy Company	NCR00005
	Calpine Corporation	NCR00006
	Calpine Energy Services	NCR00007
	Cargill Fertilizer INC	NCR00008
Г	Cedar Bay Generating Company, LP	NCR00009
	Florida Power Development	NCR00010
	CF Industries	NCR00011
	City of Tampa - McKay Bay Resource Recovery	NCR00012
E	Clay Electric Cooperative, Inc	NCR00013
	Clewiston, City of	NCR00014
•	Exelon Generation Company, LLC - Constellation	NCR00015
Page 1 of 185 Save Back	D	C Next Last

#### Figure 9: Owning Entities Screen

- A. The user should type the beginning of the Entity's name in the **Search** window (A), and click on the **Search** button. This will perform an on-the-fly search of the Entity database and only display Entities that have the search string in their names.
- B. The user then should select the checkbox (B) for the appropriate **Owning Entity** for the Element(s) in this Exception Request.

NOTE: If you cannot find a specific Entity you expected to see in the list, contact your Region.

- C. The **Next** and **Last** buttons (C) can be used to page through the list of Owning Entities.
- D. The Add button (D) will add the selected **Reliability Coordinator(s)** to the Exception Request, which will return the user to the **Create Exception Request Screen**.

The **Create Exception Request Screen** will now show the **Owning Entity** of the Element(s) in the Exception Request, its **NCR Number** (A), and the Submitting Entity's **Relationship to the Owner** (B).

#### **Selecting Element Description**

NOTE: An Exception Request can contain more than one Element, but all Elements in the Exception Request should be of the same type and should be being similar in their Current Definition Status.

The user must select the **Element Description**. This is accomplished by clicking on the blue **Plus Sign** at the **Element Descriptions** (Figure 6, C). This will bring the user to the **Add Element Description Screen**.

ERO E	nterprise BES Notifications and Exceptions	Tool	Joe.Smith@Test53.com / Help Log Out
Add Eleme	nt Description		
Add	Descriptions		
	Transmission		
	-Transformer		
	-Reactive Resource		
Г	-Network		
	-Radial		
-	-Line/Circuit		
	-Other		
	Generation		
	-Generator		
П	-Generator Facility		
	-Generator Interconnection Facility		
Π.	-Other		
Add Ba	a B		

Figure 7: Add Element Description Screen

The user should select the appropriate **Element Description** for which the Exception Request is being submitted (A), and click on **Add** (B) to complete the action. This will return the user to the **Create Exception Request Screen**.

#### **Selecting Basis for Self-Determination**

The user must select the **Current BES Definition Status** for the Element being included or excluded. This is accomplished by clicking on the blue **Plus Sign** at the **Current BES Definition Status** (Figure 6, D). This will bring the user to the **Add BES Definition Screen**.

ERO Enterprise BES Notifications and E	xceptions Tool
----------------------------------------	----------------

Add	Stages	
	Under Core Definition ( No specific Inclusions apply)	
	Under I1 - Transformers	_
	Under 12 - Generators	_
	Under 13 - Blackstart Generation	_
	Under I4 - Dispersed Generation	
	Under I5 - Reactive Resources	_
	Under E1 - Radial Lines	_
	Under E2 - Non-Retail Generation	_
	Under E3 - Local Networks	_
	Under E4 - Reactive Resources	_

Figure 8: Add BES Definition Screen

The user should select the appropriate **Current BES Definition Status** for the Element for which the Exception Request is being submitted (A), and click on **Add** (B) to complete the action. This will return the user to the **Create Exception Request Screen**.

#### Adding Associated Exception Requests

The user has the option of adding Associated Exception Request references to the Exception Request in order to provide interested parties a reference to similar Requests that might provide additional justification to an Exception Request's validity.

To do so, the user should click on the blue **Plus Sign** at the **Associated Exception Request** (Figure 6, E). This will bring the user to the **Add Exception Request References Screen**.

ERO Ent	ter	prise BES	Notification	is ai	nd Exce	ption	s Tool	Jo	e.Smith@Test	53.com / Help Log Out
Home										
Add Exception	n Rei	quest References								
Show 10 💌 e	ntrie	5								
Add	¢	ER ID	Stage	¢	Submitted	¢	Submitting Entity	¢	Region	¢
Add		ER ID	Stage		Submitted		Submitting Ent		Region	
N (A	]	2014-MRO- NCR02602- Exception00002	Initial Review		06/17/2014 17 EST	7:33:26	1 Allegheny Power [LSE, TO]		MRO	
Showing 1 to 1	of 1 e	entries					Ein	<u>st</u>	Previous	<u>1 Next</u> Last
Add Back		B								

Figure 9: Add Exception Request References Screen

To add a reference to another Exception Request, the user should click on the checkbox (A) next to the desired Exception Request, and click on the Add button (B) on the Add Exception Request References Screen. This will add the reference to the current Exception Request and return the user to the Create Exception Request Screen.

#### **Removing an Element Description or Basis for Self-Determination**

Once the **Element Description**, **Current BES Definition Status**, and **Associated Exception Requests** are selected or entered, the **Create Exception Request Screen** will show **Red Xs** (A) near their areas on the screen.

ERO Enterprise BES N	otifications a	nd Except	ions Tool	Joe.Smith@Test53.com / Help Log Out
Home				
Create Exception Request				Save Draft Delete
▼ Section 1: General Information				
Request For Inclusion		<u>Entity Name</u> 1 Allegheny Powe	r [LSE, TO]	
NCR ID NCR02602	•	Address* 800 Cabin Hill Dr.		]
City*		Country* <u>State*</u>		
Greensburg		US 🔻 PA	•	
Portal Code*				
15601				
The Submitting Entity is the owner of the Yes C No	Elements			
Element Descriptions  💠 🗙 🚺		Current BES Definitio	n Status  🍦 🗙 📵	
Network	1	Excluded: Under Cor	e Definition	
Associated Exception Requests  💠 🗙	C			
ID	Submitting Entity	Stage	Date Submitted	Region
2014-MRO-NCR02602-Exception00002	1 Allegheny Power [LSE,	TO] Initial Review	06/17/2014 17:33:26 EST	MRO

Figure 10: Create Exception Request Screen

If any of those items should be removed or corrected, click on the **Red X**. This will bring the user to the appropriate removal screen (**Remove Element Description Screen** used here as an Example).

The user should check the box of the **Description** (A) to be removed, then click on the **Remove** button (B) to complete the action. This will return the user to the **Create Exception Request Screen**.

ERO Enterpr	ise BES Notifications and Exceptions Tool
Remove	Descriptions
	Generator
	Network
Remove Back	

Figure 11: Remove Element Description Screen

# **Completing Section 2: Detailed Information**

The **Detailed Information Section 2** contains information for the **Submitting Entity Contact Information** (A) and the Entity's authorized representative that is certifying the Exception Request.

The user must enter:

- A. The Submitting Entity Contact Information (A).
- B. The NCR of Entities with Scopes of Responsibility for which the Element(s) of this Exception Request applies (B). Required Scope of Responsibility groups are marked with an asterisk.
- C. The **Name and Title** of the **Authorized Representatives** (C) who will be certifying this Exception Request submittal.
- D. A brief statement of basis, consistent with Section 3.1 of Appendix 5C of the NERC Rules of Procedure, on which the Submitting Entity contends the Exception Request should be approved (*REQUIRED*).

·····	
First Name*	Last Name*
Joe	Smith
Title/Department*	Phone*
Operations Manager	555-444-1212
Email*	
JoeSmith@Test1.com	
Reliability Coordinator*	Balancing Authority"
Transmission Operator 🖕 🛛 🕒	Planning Coordinator* 🐣
Transmission Planner* 🌵	Additional Owner 💠
By submitting this Request, the following resp	onsible, authorized representative of the Submitting Entity's senior management
certifies that the representative has read the E believes approval of the Exception Request is y	xception Request on behalf of the Submitting Entity and that the Submitting Entity warranted pursuant to the criteria in Section 3.1 of Appendix 5C of the NERC Rules
of Procedure. The representative further certif	ies that a copy of Sections I. and II. of this Request has been sent to each PC, RC,
responsibility. If the Submitting Entity is not th	e Owner, the representative also certifies that the Submitting Entity conferred with
the Owner regarding the reason for the reques Request.	ted Exception, but could not reach agreement regarding the submission of the
Name of authorized representative so certifying*	Representative Title/Department*
	C

Figure 12: Create Exception Request Screen Section 2

#### Specifying Scope of Responsibility Entities

The user must enter the NCR numbers of Entities with **Scopes of Responsibility** for the Element(s) to which this Exception Request applies (B). Scope of Responsibility groups that are required for the Exception Request are marked with an asterisk.

NOTE: All Scope of Responsibility assignments—except Additional Owner—are required for submission (designated by asterisks).

NOTE: Only The Lead Region can change Scope of Responsibility Entity assignments after the Exception Request has been submitted.

To select the Scope of Responsibility Entities, the user should click on each of the classifications or its related **Blue** + **Signs** (Figure 15, B). This will initiate an on-the-fly **Search Entities Screen** for the specific type of Scope of Responsibility Entities.

The Search Entities for Reliability Coordinators function is used here as an example, but all **Scope of Responsibility Entities** selections operate the same way.

ERO Ente	erprise BES Notifications and Exceptions Tool	Joe.Smith@Test53.com / Help Log Out
Search Ent	ities : Reliability Coordinator	
midwest	Search Search the Entity Name and NCR ld using ; as a delimit	ter for multiple values.
Add	Entity Name	NCR Id
	Midwest Contingency Reserve Sharing Group	NCR00825
	Orion Power Midwest, LP	NCR00864
Г	Midwest Energy, Inc	NCR01118
	NEXTera Energy Resources - Midwest Wind	NCR06001
Г	DC Energy Midwest, LLC	NCR08018
	Midwest Electric, Inc	NCR08024
Г	DC Energy Midwest, LLC	NCR09004
	Midwest Contingency Reserve Sharing Group	NCR09016
	DC Energy Midwest, LLC	NCR10013
	Midwest Electric Cooperative Corporation	NCR10023
Г	ITC Midwest	NCR10192
R B	Midwest ISO	NCR03014
Г	Midwest Reliability Organization	NCR11082
	GenOn Power Midwest	NCR11136
Γ	Dynegy Midwest Generation, LLC	NCR11187
Page 1 of 1		
Save Back	с	

Figure 13: Search Entities Screen – Reliability Coordinators

- A. The user should type the beginning of the Entity's name in the **Search** window (A) and click **Search**. This will search the Entity database and only display Entities with the search string in their names.
- B. The user then should select the checkbox (B) for the appropriate **Reliability Coordinator(s)** Associated with this Exception Request.

NOTE: If you cannot find a specific Entity you expected to see in the list, contact your Region.

C. The **Save** button (C) will then add the selected **Reliability Coordinator(s)** to the Exception Request and return the user to the **Create Exception Request Screen**.

# Adding an Element to an Exception Request

Once the general information is input in Sections 1 and 2 for the Exception Request, the user must add the associated Elements. To do this, the user should click on the **Add** button (A) on the **Create Exception Request Screen**, which will take the user to the **Add Element Screen**.

Primary Name 🚺	Туре	FERC Jurisdiction	Secondary Name 🚯	Primary Voltage	Secondary Voltage 🚺	Specific Type	MVA Rating 🚯
		Jurisdiction		voitage	voltage 🗢	туре	Kating 🗨

Figure 14: Create Exception Request Screen Detail – Add Element

Several functions are performed on the Add Element Screen (Figure 18):

- A. The **Element Type** (A) has a pull-down menu (B) allowing selection of the **Element Type**.
- B. The user should select the **Element Type** from the pull-down menu (B), which will display data entry screens specific to that **Element Type**. Additional information on the types is in the **Element Type** section of this document.
- C. The Region(s) where the Element resides is selected in the **Select the Region** area (C). Multiple regions can be selected.
- D. Attach necessary documentation<sup>1</sup> by clicking on the **Add** button (D). Additional guidance on adding documents is included in the **Adding Documents** section of this guide.

NOTE: At least one supporting document is required for each Element in an Exception Request.

- E. Click on the **Add Element** button (E) after entering data. This will complete the addition of the Element to the Exception Request. That action will return the user to the **Create Exception Request Screen**, where all Elements that are part of the Exception Request are displayed.
- F. Informational points are denoted by an "i" (F) throughout the **Add Element Screens**. Hovering over them will reveal additional information.

<sup>&</sup>lt;sup>1</sup> Refer to the *BES Notification Review Guidelines* for additional information on necessary documentation.

Add Element			
Add Flomont			
Add Element Cance	Back	an an attack the local sector	
capacity(-ies)). This information	on should be sufficient to identify the physical lo	connections (including locat cation and electrical designa	ion(s), voltage level(s) and un tion of the Element(s) so that
the Request can be processed	l. (Add more elements as needed)		
Element Type*			
Generation Facility		•	Element Type*
Within US Borders?			Generation Facility
Yes No Generation Station Name*			Generation Facility Circuit
		В	Substation - DC Converter Substation - Shunt Device
	F		Network
Generator Unit Name* 🕕 🔺			
Connected Transmission Voltag HVDC	e (kV)*		
Generator Unit Id*			
Generator Unit Type*			
Steam Turbine: Including Nuclear.	Geothermal, Solar Steam (Does not include combined cvc	ie) -	
Steam Turbine; Including Nuclear,	Geothermal, Solar Steam (Does not include combined cyc	cle) 🔻	
Steam Turbine; Including Nuclear, Gross Nameplate Rating (MVA	Geothermal, Solar Steam (Does not include combined cyc	cie) 🔻	
Steam Turbine; Including Nuclear, Gross Nameplate Rating (MVA	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)*	cie) •	
Steam Turbine, Including Nuclear, Gross Nameplate Rating (MVA Comments	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)*	tie) 🔻	
Steam Turbine; Including Nuclear, Gross Nameplate Rating (MVA Comments	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)*	ie) •	*
Steam Turbine; Including Nuclear, Gross Nameplate Rating (MVA Comments	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)*	ie) •	a a
Steam Turbine: Including Nuclear, Gross Nameplate Rating (MVA Comments Select the Region(s) where your	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)*	:le) ▼	* *
Steam Turbine: Including Nuclear, Gross Nameplate Rating (MVA Comments Select the Region(s) where your Select	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)*	de) ▼	a v
Steam Turbine: Including Nuclear, Gross Nameplate Rating (MVA Comments Select the Region(s) where your Select	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)* r Element resides. Region FRCC	ie) •	* *
Steam Turbine: Including Nuclear. Gross Nameplate Rating (MVA Comments Select the Region(s) where your Select	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)* r Element resides. Region FRCC MRO	Sie) ▼	a y
Steam Turbine: Including Nuclear, Gross Nameplate Rating (MVA Comments Select the Region(s) where your Select	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)* r Element resides. Region FRCC MRO NPCC	(ie) ▼	a a
Steam Turbine: Including Nuclear, Gross Nameplate Rating (MVA Comments Select the Region(s) where your Select	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)* r Element resides. Region FRCC MRO NPCC RFC	Sie) •	v
Steam Turbine: Including Nuclear, Gross Nameplate Rating (MVA Comments Select the Region(s) where your Select	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)* r Element resides. Region FRCC MRO NPCC RFC SERC	Sie) •	(A) (R)
Steam Turbine: Including Nuclear, Gross Nameplate Rating (MVA Comments Select the Region(s) where your Select	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)*  r Element resides.  Region FRCC MRO NPCC RFC SERC SPP	Sle) •	
Steam Turbine: Including Nuclear, Gross Nameplate Rating (MVA Comments Select the Region(s) where your Select	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)* r Element resides. Region FRCC MRO NPCC RFC SERC SPP TRE	Sie) •	
Steam Turbine: Including Nuclear. Gross Nameplate Rating (MVA Comments Select the Region(s) where your Select	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)*	Sle) •	
Steam Turbine: Including Nuclear, Gross Nameplate Rating (MVA Comments Select the Region(s) where your Select	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)* r Element resides. Region FRCC MRO NPCC RFC SERC SPP TRE WECC Document Author	Date Submitte	* *
Steam Turbine: Including Nuclear, Gross Nameplate Rating (MVA Comments Select the Region(s) where your Select	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)*  r Element resides.  Region FRCC MRO NPCC RFC SERC SPP TRE WECC Document Author	Cate Submitte	ď
Steam Turbine: Including Nuclear, Gross Nameplate Rating (MVA Comments Select the Region(s) where your Select	Geothermal, Solar Steam (Does not include combined cyc - Numeric Only)*  r Element resides.  Region FRCC MRO NPCC RFC SERC SERC SPP TRE WECC Document Author	Date Submitte	ď

Figure 15: Add Element Screen

#### **Element Types**

When adding an Element to an Exception Request, the fields to be completed vary by Element. Screenshots of each Element's properties are provided below for reference.

Table 1 shows the types of Elements listed in the **Element Type** pull-down (A) on the **Add Element Screen**.

			Table 1: Element T	ypes			
	Within FERC Jurisdiction	Name(s)	Voltage (kV)	ID	Specific Type	MVA Rating	Comments
Generation Facility	Yes or No, Required	Generation Station Name, Required; Unit Name, Required	Connected AC Transmission Voltage, Required, from a list of values	Unit ID, Required	Required, from a list of Generator Unit Types	Gross Nameplate Rating, Required	Optional
Circuit	Yes or No, Required	From Point Name, Required; To Point Name, Required; Common Element Name, Required	From Point kV, Required, from a list of values; To Point kV, Required, from a list of values	Circuit ID, Optional	Required, from a list of Circuit Types	Normal Rating, Optional	Optional
Substation, DC Converter	Yes or No, Required	Converter Name, Required	Connected AC Transmission Voltage, Required, from a list of values	N/A	N/A	Normal Rating, Optional	Optional
Substation, Shunt Device	Yes or No, Required	Network Name, Required; Device Name, Required	Station kV, Required, from a list of values	N/A	Device Type	Normal Rating (MVA or MVAR), Optional	Optional
Network	Yes or No, Required	Network Name Required	Connected AC Transmission Voltage, Required, from a list of values	N/A	N/A	N/A	Optional

NOTE: Multiple Elements may be included in a single Exception Request. However, they should all be of a similar nature (circuits, transformers, etc.).

#### Add a Generation Facility

If the user clicks on **Generation Facility** in the **Element Type** section of the **Add Element Screen**, the following **Generation Facility Screen** appears.

ERO Enterprise BES Exceptions and	Notifications Tool	ty53@test.com / Help
		Log Out
Add Element  Add Element  Add Element  Cancel Back  Element Name, Element Type, and Element Description identified capacity(-ies)). This information should be sufficient to identify th the Request can be processed. (Add more elements as needed)  Element Type*	d by terminal connections (including location(s), vol he physical location and electrical designation of the	tage level(s) and unit e Element(s) so that
Generation Facility Within US Borders? A <sup>©</sup> Yes <sup>©</sup> No Generation Station Name* B Generator Unit Name*	Generator Unit Type* Steam Turbine: Including Nuclear, Geothermal, Solar Steam (Doe Steam Turbine: Including Nuclear, Geothermal, Solar Steam (Doe Combined Cycle Unit Combustion or Gas Turbine (Includes jet engine design) Hydroelectric Turbine Pumped Storage Internal Combustion Engine (Diesel, piston, reciprocating) Photovoltaic Wind Turbines Energy Storage, Batteries, Compressed Air, Flywheels, Concentr Fuel Cell Other	s not include combined cycle)  a not include combined cycle) ated Solar Power
Connected Transmission Voltage (kV)* D HVDC Generator Unit Id*		HVDC HVDC 765 735 500 360 345
Generator Unit Type* F Steam Turbine; Including Nuclear, Geothermal, Solar Steam (Does not includ Gross Nameplate Rating (MVA - Numeric Only)*	de combined cycle)	315 287 230 220 161 138 120 115 110
Comments ()		92 69 Below 69 Other

#### Figure 16: Add Generation Facility Screen

- A. Select whether the Generation Facility is within U.S. Borders (A).
- B. Provide the Generation Station Name (B).
- C. Provide the Generator Unit Name (C).
- D. Select the Connected Transmission Voltage (D) from the pull-down list.
- E. Provide the Generator Unit ID (E).
- F. Select the Generator Unit Type from the pull-down list.
- G. Provide the Gross Nameplate Rating in MVA (G). One decimal point is allowed.
- H. Provide Comments (H) if desired.
- I. Click on the Add Element button (I) to save the information. This will bring the user back to the Create Exception Request Screen.

#### Add a Circuit

If the user clicks on **Circuit** in the **Element Type** section of the **Add Element Screen**, the following **Circuit Screen** appears.

	ERO Enterprise BES Exceptions and Notifications Tool	BESnetEntity53@test.com / Help Log Out
	Add Element	
)	Add Element Cancel Back Element Name, Element Type, and Element Description identified by terminal connections (including capacity(-ies)). This information should be sufficient to identify the physical location and electrical de the Request can be processed. (Add more elements as needed)	From Point kV* HVDC HVDC
	Element Type*	765 735
	Circuit •	500 360
	° Yes ℃ No	345
	From Point Name*	287
	To Point Name*	230
		161
٢.	Common Element Name*	138
		115
	From Point kV*	92
1		69 Below 69
	To Point kV*	Other
	Circuit Type*	CI
)	AC Line (Includes Series Elements)	AC Line (Includes Series Elements)
	Gross Nameplate Rating (MVA - Numeric Only)*	AC Line (Includes Series Elements)
		DC Line
	Circuit ID	Phase-Shifting Transformer
		Variable Frequency Transformer
	Comments	Other

#### Figure 17: Add Circuit Screen

- A. Select whether the **Circuit** is within U.S. Borders (A).
- B. Provide the From Point Name (B).
- C. Provide the **To Point Name** (C).
- D. Provide the Common Element Name (D) for the Circuit.
- E. Select the From Point kV (E) from the pull-down list.
- F. Select the **To Point kV** (F) from the pull-down list.
- G. Select the Circuit Type (G) from the pull-down list.
- H. Provide the Gross Nameplate Rating in MVA of the Circuit (H). One decimal point is allowed.
- I. Provide the Circuit ID (I).
- J. Provide **Comments** (J) if desired.

K. Click on the Add Element button (I) to save the information. This will bring the user to the Create Exception Request Screen.

#### Add a DC Converter

If the user clicks on **Substation – DC Converter** in the **Element Type** section of the **Add Element Screen**, the following **Circuit Screen** appears.

	ERO Enterprise BES Exceptions and Notifications T	BESnetEntity53@test.com / Help
		Log Out
	Add Element	
F	Add Element Cancel Back Element Name, Element Type, and Element Description Identified by terminal connections (in capacity(-ies)). This information should be sufficient to identify the physical location and elec- the Request can be processed. (Add more elements as needed)	cluding location(s), voltage level(s) and unit trical designation of the Element(s) so that
	Element Type* Substation - DC Converter	From Point kV*
A B C D	Within US Borders? • Yes No Converter Name* Connected AC Transmission Voltage (kV)* HVDC Normal Rating (MVA - Numeric Only) Comments	HVDC HVDC 765 735 500 360 345 315 287 230 220 161 138 120 115 110 92 69
E		Below 69 Other

Figure 18: Add DC Converter Screen

- A. Select whether the **DC Converter** is within U.S. Borders (A).
- B. Provide the Converter Name (B).
- C. Select HVDC as the Connected AC Transmission Voltage (C) from the pull-down list.
- D. Provide the Normal Rating in MVA for the DC Converter (D). One decimal point is allowed.
- E. Provide Comments (E) if desired.
- F. Click on the Add Element button (F) to save the information. This will bring the user to the Create Exception Request Screen.

#### Add a Substation Shunt Device

If the user clicks on **Substation – Shunt Device** in the **Element Type** section of the **Add Element Screen**, the following **Shunt Device Screen** appears.

Add Element       Cancel       Back         Element Name, Element Type, and Betwent Description identified by terminal connections (includin capacity(-les)). This information should be sufficient to identify the physical location and electrical the Request can be processed. (Add more elements as needed)       From Point kV*         Element Type*       Substation - Shunt Device       500       360         Substation - Shunt Device       •       92       315         Within US Borders?       •       92       316         * Yes * No       Station Name*       1161       138         Device Name*       115       110       92         Station kV       HVDC       •       92         HVDC       •       •       92         Station kV       •       •       92         HVDC       •       •       •         Device Type*       •       •       •         Normal Rating (MVA or MVAR)       •       •       •	E	RO Enterprise BES Exceptions and Notifications Tool	BESnetEntity53@test.com /		
Add Element       From Point kV*         Add Element       Cancel       Back         Element Name, Element Type, and adment Description identified by terminal connections (includin to apacity(-ies)). This information should be sufficient to identify the physical location and electrical the Request can be processed. (Add more elements as needed)       From Point kV*         Element Type*       Substation - Shunt Device       Station Shunt Device       Station Name*         Within US Borders?       *       Yes ^ No       Station Name*       Station Name*         Device Name*				Log Ou	
Add Element       Cancel       Back         Element Name, Element Type, and Brement Description identified by terminal connections (includin reapacity(-ies)). This information should be sufficient to identify the physical location and electrical the Request can be processed. (Add more elements as needed)       360         Element Type*       Substation - Shurt Device       92         Substation - Shurt Device       92         Within US Borders?       92         * Yes ^ No       115         Device Name*       92         Station kV       92         HVDC       92         Below 69       00         Other       92         Reactor       92         Normal Rating (MVA or MVAR)       92	Ad	ld Element	From Point kV*	]	
Add Element       Cancel       Back         Element Name, Element Type, and Element Description identified by terminal connections (includin rapacity(-ies)). This Information should be sufficient to identify the physical location and electrical the Request can be processed. (Add more elements as needed)       500       s) s         Element Type*       Substation - Shunt Device       •       360       345         Within US Borders?       •       Within US Borders?       220       161         • Yes ` No       Station Name*       115       110       92         Betwee *       •       92       69       80         Station kV       +WDC       •       92       69         Device Type*       •       •       •       •         Normal Rating (MVA or MVAR)       •       •       •       •			HVDC		
Element Name, Element Type, and Element Description identified by terminal connections (includin capacity(-ies)). This information should be sufficient to identify the physical location and electrical of the Request can be processed. (Add more elements as needed) Element Type* Substation - Shunt Device Within US Borders?		Add Element Cancel Back	HVDC 765		
capacity(-ies)). This information should be sufficient to identify the physical location and electrical the Request can be processed. (Add more elements as needed)  Element Type* Substation - Shunt Device  Within US Borders?  Yes No Station Name*  Device Name*  Device Name*  Device Type* Reactor  Normal Rating (MVA or MVAR)  Device Type* Reactor  Normal Rating (MVA or MVAR)	Ele	ement Name, Element Type, and Element Description identified by terminal connections (includin	735	s) and ur	
the Request can be processed. (Add more elements as needed)  Element Type* Substation - Shunt Device  Within US Borders?  Yes ^ No Station Name* Device Name* Device Name* Device Name* Device Type* Reactor Normal Rating (MVA or MVAR) Device Type* Reactor Normal Rating (MVA or MVAR) Device Type* Reactor Normal Rating (MVA or MVAR) Device Type* Reactor Capacitor SVC	ca	pacity(-ies)). This information should be sufficient to identify the physical location and electrical d	500	s) so tha	
Element Type*   Substation - Shunt Device   Within US Borders?   * Yes ^ No   Station Name*   Device Name*   Station kV   HVDC     Device Type*   Reactor   Normal Rating (MVA or MVAR)     Device Type*   Reactor     Device Type*   Reactor     Device Type*   Reactor     Capacitor   SVC	th	e Request can be processed. (Add more elements as needed)	360		
Element Type*   Substation - Shunt Device   Within US Borders?   * Yes ^ No   Station Name*   Device Name*   Device Name*   Station kV   HVDC     Device Type*   Reactor   Normal Rating (MVA or MVAR)     Device Type*     Reactor     Reactor     Reactor     Reactor     Capacitor     SVC			345		
Substation - Shuft Device     20       Within US Borders?     20       * Yes ^ No     161       Station Name*     138       Device Name*     115       Station kV     92       HVDC     92       Device Type*     Pevice Type*       Reactor     Reactor       Normal Rating (MVA or MVAR)     Pevice Type*	Ele	ement Type*	315		
Within US Borders?       220         * Yes ` No       161         Station Name*       138         Device Name*       115         Device Name*       92         69       69         Station kV       Wther         HVDC       *         Device Type*       Reactor         Normal Rating (MVA or MVAR)       *         Normal Rating (MVA or MVAR)       *	51	Justation - Shunt Device	230		
* Yes No         Station Name*         Device Name*         Device Name*         Station kV         HVDC         Device Type*         Reactor         Normal Rating (MVA or MVAR)	Wi	ithin US Borders?	220		
Station Name*  I 138 I 20 I 15 I 10 92 69 Below 69 Other  Device Type* Reactor  Normal Rating (MVA or MVAR)  Device Type* Reactor  Reactor  Reactor  Reactor  Capacitor SVC		Yes No	161		
Device Name*     120       Device Name*     115       110     92       69     Below 69       Other     Other       Device Type*     Perice Type*       Reactor     Reactor       Normal Rating (MVA or MVAR)     Reactor	Sta	ation Name*① /	138		
Device Name*  Device Name*  Station kV HVDC  Device Type* Reactor  Normal Rating (MVA or MVAR)  Device Type* Reactor  Reactor  Reactor  Reactor  Capacitor SVC			120		
Device Name*  Station kV HVDC  Device Type* Reactor Normal Rating (MVA or MVAR)  Device Type* Reactor			115		
Station kV     69       HVDC     0ther       Device Type*     0       Reactor     Reactor       Normal Rating (MVA or MVAR)     Reactor	De	vice Name* 🕖	92		
Station kV     Below 69       HVDC     •       Device Type*       Reactor       Normal Rating (MVA or MVAR)         More and the second			69		
Device Type*       Reactor       Normal Rating (MVA or MVAR)         Device Type*       Reactor       Reactor       Reactor       Reactor       Reactor       Reactor       Reactor       Reactor       Reactor       Station KV	C+-	stion kV	Below 69		
Device Type* Reactor Normal Rating (MVA or MVAR) Device Type* Reactor Reactor Reactor Capacitor SVC	H	VDC	Other	_	
Device Type* Reactor Normal Rating (MVA or MVAR) Device Type* Reactor Reactor Capacitor SVC				_	
Reactor Normal Rating (MVA or MVAR)	De	vice Type*	1		
Normal Rating (MVA or MVAR)	R	eactor *K	Device Type*		
Normal Rating (MVA or MVAR)			Reactor		
Capacitor SVC	No	rmal Rating (MVA or MVAR)	Reactor		
SVC			Capacitor		
	/		SVC		
Comments StatCom	Co	mments	StatCom		
Other	F		Other		

#### Figure 19: Add Shunt Device Screen

- A. Select whether the Shunt Device is within U.S. Borders (A).
- B. Provide the Station Name (B) where the device is located.
- C. Provide the **Device Name** (C).
- D. Select the Station kV (D) from the pull-down list.
- E. Select the **Device Type** (E) from the pull-down list.
- F. Provide the Normal Rating in MVA for the Device (F). One decimal point is allowed.
- G. Provide Comments (G) if desired.
- H. Click on the Add Element button (H) to save the information. This will bring the user to the Create Exception Request Screen.

#### Add a Network

If the user clicks on **Network** in the **Element Type** section of the **Add Element Screen**, the following **Network Screen** appears.

	ERO Enterprise BES Exceptions and Notifications Tool	BESnetEntity53@test.com / Help
		Log Out
	Add Element	
E	Add Element Cancel Back Element Name, Element Type, and Element Description identified by terminal connections (includin capacity(-ies)). This information should be sufficient to identify the physical location and electrical d the Request can be processed. (Add more elements as needed)	g location(s), voltage level(s) and unit lesignation of the Element(s) so that
	Element Type*	HVDC HVDC 765
(A) (B) (C)	Within US Borders? <sup>©</sup> Yes <sup>C</sup> No Network Name* Connected AC Transmission Voltage* HVDC •	735 735 500 360 345 345 345 287 230 220 161 138 120 115
D	Comments	115 110 92 69 Below 69 Other

Figure 20: Add Network Screen

- A. Select whether the **Network** is within the U.S. Borders (A).
- B. Provide the Network Name (B).
- C. Select the **Connected AC Transmission Voltage** (C) from the pull-down list.
- D. Provide **Comments** (D) if desired.
- E. Click on the Add Element button (E) to save the information. This will bring the user to the Create Exception Request Screen.

#### Selecting a Region for the Element

The user must select the Region(s) in which the Element is located. Multiple Regions can be selected for Circuits. To accomplish this, the user should check the checkbox(es) (A) for the appropriate Region(s) for the Exception Request.

Select the Region(s) where	e your Element resides.
Select	Region
	FRCC
	MRO
	NPCC
	RFC
	SERC
	SPP
	TRE
	WECC

Figure 21: Select Region(s) Section of Add Element Screens

#### Add Supporting Documentation for an Element

Supporting documentation can be added to an Exception Request in two ways: at the Exception Request level and at the Element level. At least one supporting document<sup>2</sup> must be supplied for each Element in the Exception Request. To add a document, click the **Add** button in the Document section of the **Add Element Screen** (A). This will take you to the **Add Element Document Screen**.

Document Name	Document Author	Date Submitted	Last Updated	Confidential Type
Add ()				
Save Delete				

Figure 22: Document Section of Add Element Screen

Add Element Document	
Document Name*	
Choose Document (50mb Max File Size)	Confidential Type: Non Confidential
Confidential Type: Non Confidential	Non Confidential Confidential Business and Market Information Critical Energy Infrastructure Information Critical Infrastructure Information Cyber Security Incident Information
Description	· · · · · · · · · · · · · · · · · · ·
	*

Figure 23: Add Element Document Screen

<sup>&</sup>lt;sup>2</sup> Refer to the *BES Notification Review Guidelines* for additional information on necessary documentation.

- A. Provide a **Document Name** (A).
- B. Select a document using the **Choose Document** browsing area (B). NOTE: There is a 50 MB file size limit.
- C. Select a Confidential Type (C) from the pull-down list.
- D. Provide a **Description** (D) for the document.
- E. When the **Add Element Document** form is complete, click on **Create** to attach the document to the Element. This will take the user back to the **Add Element Screen**.

	Document Name	Document Author	Date Submitted	Last Updated	Confidential Type
	<u>Squirrel</u>	BESnetEntity53@test.com	05/25/2014 19:24:08 EST	05/25/2014 19:24:08 EST	Critical Infrastructure Information
B	Add				
C	Save Delete	Back			

Figure 24: Add Element Screen Showing Attached Document

When the supporting documentation has been attached to the Exception Request, the **Add Element Screen** will show that the **Document** (A) is attached to the Element. If additional files need to be attached as supporting documentation, the user should click on the **Add** button (B), and the **Add Document Screen** will appear again.

#### **Removing Documentation from an Element**

If the user wishes to remove a supporting document from an Element, the user should select the Element associated with the document to be removed from the **Element Section** at the bottom of the **Create Exception Request Screen** (A).

Primary Name 📵	Туре	FERC Jurisdiction	Secondary Name 📵	Primary Voltage	Secondary Voltage 🚺	Specific Type	MVA Rating 🚺
Ikhorn enerating Station	Generation Facility	Yes	Elk 1	138		Combustion or Gas Turbine (Includes jet engine design)	85
<u>khorn</u>	Network	Yes		138			
ld Remove	antitias ralatad to	thic Salf Datarmin	ation are authorized	ed to access all o	omments and doc	uments associated	with it.

Figure 25: Create Exception Request Screen – Elements Section

This will bring the user to the **Edit Element Screen**. The user should then select the document to be removed from the bottom of the **Edit Element Screen** (Figure 29, A).

Document	t Name	Document Author	Date Submitted	Last Updated	Confidential Type
Dog		Joe.Smith@Test53.com	06/20/2014 10:50:00 EST	06/20/2014 10:50:00 EST	Non Confidential
<u>Squirrel</u>		Joe.Smith@Test53.com	06/20/2014 10:25:18 EST	06/20/2014 10:25:18 EST	Non Confidential
A.44					
Add					
Save Del	lete Ba	ck.			
June De					
2014 - NERC V	er 1.2.14170.				
Aachine Name: B	BESDVSTGWE	902			

Figure 26: Edit Element Screen

This will bring the user to the Edit Document Screen. The user should then click on the Delete link (A).

Edit Document Document Name* Dog Author Joe.Smith@Test53.com SubmittedDate 06/20/2014 10:50:00 EST Confidential Description (Limit to 512 Characters) Document Versions File Name Author Uploaded on File Size Doc_Dog.jog Joe.Smith@Test53.com 06/20/2014 10:50:00 EST 26 KB Delete () Upload New Document Version (SOmb Max File Size) Browse Swe Back	ERO Ente	erprise BES Notifica	tions and Exceptions	Tool <sup>"</sup>	e.Smith@Test53.α	om / Help Log Out
Edit Document Document Name* Dog Author Joe.Smith@Test53.com SubmittedDate 06/20/2014 10:50:00 EST Confidential Description (Limit to 512 Characters) Document Versions File Name Author Uploaded on File Size Doc.Jpg Joe.Smith@Test53.com 06/20/2014 10:50:00 EST 26 KB Delete Doc.Jpg Joe.Smith@Test53.com Upload New Document Version (S0mb Max File Size) Browse Save Back B						
Document Name* Dog Author Joe.Smith@Test53.com SubmittedDate 06/20/2014 10:50:00 EST Confidential Description (Limit to 512 Characters) Document Versions File Name Author Uploaded on File Size Doc.Jog Joe.Smith@Test53.com 06/20/2014 10:50:00 EST 26 KB Delete ()	Edit Document					
Author Joe.Smith@Test53.com SubmittedDate 06/20/2014 10:50:00 EST Confidential Type: Non Confidential Description (Limit to 512 Characters) Document Versions File Name Author Uploaded on File Size Dog.jpg Joe.Smith@Test53.com 06/20/2014 10:50:00 EST 26 KB Delete (A) Upload New Document Version (SOmb Max File Size) Browse	Document Name Dog	•				
SubmittedDate 06/20/2014 10:50:00 EST Confidential Type: Non Confidential Description (Limit to 512 Characters) Document Versions File Name Author Uploaded on File Size Dog.jpg Joe.Smith@Test53.com 06/20/2014 10:50:00 EST 26 KB Delete () Upload New Document Version (SOmb Max File Size) Browse	Author Joe.Smith@Test5	3.com				
Confidential Type: Non Confidential Description (Limit to 512 Characters) Document Versions File Name Author Uploaded on File Size Dog.jpg Joe.Smith@Test53.com 06/20/2014 10:50:00 EST 26 KB Delete A Upload New Document Version (S0mb Max File Size) Browse Swe Back B	SubmittedDate 06/20/2014 10:50	0:00 EST				
Description (Limit to 512 Characters) Document Versions       File Name     Author     Uploaded on     File Size       Dog.jog     Joe.Smith@Test53.com     06/20/2014 10:50:00 EST     26 KB     Delete     A       Upload New Document Version (50mb Max File Size)     Browse     Browse     Save     Back     B	Confidential Type Non Confidential	21				
Document Versions       File Name     Author     Uploaded on     File Size       Dog.jog     Joe.Smith@Test53.com     06/20/2014 10:50:00 EST     26 KB     Delete       Upload New Document Version (50mb Max File Size)     Browse	Description (Limit	t to 512 Characters)				
File Name     Author     Uploaded on     File Size       Dog.jpg     Joe.Smith@Test53.com     06/20/2014 10:50:00 EST     26 KB     Delete       Upload New Document Version (50mb Max File Size)     Browse	Document Vers	lions				
Dog.jpg     Joe.Smith@Test53.com     06/20/2014 10:50:00 EST     26 KB     Delete       Upload New Document Version (50mb Max File Size)       Browse	File Name	Author	Uploaded on	File Size		
Upload New Document Version (50mb Max File Size) Browse Swe Back B	Dog.jpg	Joe.Smith@Test53.com	06/20/2014 10:50:00 EST	26 KB	Delete	A
Browse	Upload New Do	ocument Version (50mb Max File	Size)			
Save Back B		Browse				
Save Back B	5					
Save Back B						
	Save Back	B				

Figure 27: Edit Document Screen

That action will delete that document and return the user to the **Create Exception Request Screen.** 

#### **Editing an Element in an Exception Request**

If the user wishes to edit or remove an Element from the Exception Request, the user should select the **Element** to be edited (A) in the **Elements** section of the **Create Exception Request Screen**.

Primary Name 📵	Туре	FERC Jurisdiction	Secondary Name 📵	Primary Voltage	Secondary Voltage 🕕	Specific Type	MVA Rating	8
ikhorn Generating Station	Generation Facility	Yes	Elk 1	138		Combustion or Gas Turbine (Includes jet engine design)	85	
<u>lkhorn</u>	Network	Yes		138				
dd Remove	entities related to	this Self Determin	ation are authorize	ed to access all co	omments and doc	uments associated	with it.	

Figure 28: Create Exception Request Screen – Elements Section

This will take the user to the Edit Element Screen.

ERO Enterprise BES Notifications and Exception	ONS TOOI Joe.Smith@Test53.com / Help Log Out
Edit Element	
Save Delete Back	
Element Name, Element Type, and Element Description identified by terminal conne capacity(-les)). This information should be sufficient to identify the physical location the Request can be processed. (Add more elements as needed)	ctions (including location(s), voltage level(s) and unit and electrical designation of the Element(s) so that
Element Type*	
Generation Facility	•
Within US Borders?	
Generation Station Name*	
Elkhorn Generating Station	

Figure 29: Top of Edit Element Screen

The user should make the desired edits to the Element. When the edits are completed, the user should click on the **Save** button (A) at the top or bottom of the **Edit Element Screen**.

#### **Removing an Element from an Exception Request**

If the user wishes to edit or remove an Element from the Notification of Self-Determination, the user should click on the **Remove** button (A) in the **Element** section of the **Create Exception Request Screen.** 

Primary Name 📵	Туре	FERC Jurisdiction	Secondary Name 📵	Primary Voltage	Secondary Voltage 🚯	Specific Type	MVA Rating	•
Ikhorn ienerating Station	Generation Facility	Yes	Elk 1	138		Combustion or Gas Turbine (Includes jet engine design)	85	
<u>lkhorn</u>	Network	Yes		138				
dd Remove	A generative sector	this Self Determina	ation are authorize	ed to access all o	omments and doci	uments associated	with it.	

Figure 30: Create Exception Request Screen – Elements Section

This will bring the user to the **Remove Element Screen**.

ERO En	terprise BES Notifica	ations and Exceptions Tool	Joe.Smith@Test53.com / Help Log Out
Remove Elen	nent		
Remove	Specific Type	Element Type	
	Elkhorn Generating Station	GenerationFacility	
	Elkhorn	Network	
Remove	lack B		

Figure 31: Remove Element Screen

The user should then select the Element to be removed by selecting the appropriate checkbox (A) and clicking the **Remove** button (B). This will take the user back to the **Create Notification of Self-Determination Screen.** 

Note: This action will delete that Element from the Notification, as well as all documentation and comments associated with that Element.

# **Completing Section 3: Detailed Engineering Information – Documents**

#### **Attaching Exception Request Documents**

A one-line breaker diagr diagram(s) supplied sho is being requested.	ram identifying the facility fo uld also show the Protection	r which the exception is r Systems at the interface	equested must be sup points associated with	plied with every application. The the Elements for which the exce
Entities are required to	supply the data and studies i	needed to support their s	ubmittal. Studies shou	ld:
Be based on an Im and system topole     Clearly document     Address key perfo support the entity     commensurate wi Supporting statements     Attached documents:	terconnection-wide base cas yay all assumptions used rmance measures of BES reli 's application, consistent wit th the scope of the request for your position from other	e that is suitably complet ability through steady-sta th the methodologies desc entities are encouraged.	e and detailed to refle te power flow, and tra rribed in the Transmiss	ct the facility's electrical characte ansient stability analysis as necess sion Planning (TPL) standard and
Document Name	Document Author	Date Submitted	Last Updated	Confidential Type
Document Name	Document Author	Date Submitted	Last Updated	Confidential Type

Figure 32: Create Exception Request Section 3: Attached Documents

Section 3 contains **Detailed Engineering Information** about the Exception Request. The first part of Section 3 allows the user to attach supporting documents concerning the overall Exception Request. Those documents are in addition to the ones associated with the individual Elements of the Exception Request. Add a document by clicking the **Add** button (A). This will take the user to the **Add Document Screen**.

There, the user can:

- A. Provide a **Document Name** (A) for the document being attached.
- B. Select a document using the **Choose Document** browsing area (B). *NOTE: There is a 50 MB file size limit.*

ERO Enterprise BES Notification	ns and Exceptions Tool Joe Smith@Test53.com / He Log Ou	p t
Add Document Document Name*  A Choose Document (50mb Max File Size) B Confidential Type: Non Confidential C Description (limit to 512 Characters)	Confidential Type: Non Confidential Confidential Susiness and Market Information Critical Energy Infrastructure Information Critical Infrastructure Information Critical Infrastructure Information Cyber Security Incident Information	
Create Back	ж. Ф	

Figure 33: Add Document Screen

- C. Select a Confidential Type (C) from the pull-down list.
- D. Provide a **Description** (D) for the document.
- E. When the **Add Element Document** form is complete, click on the **Create** button to attach the document to the Exception Request. This will take the user back to the **Attach Documents Section** of the **Create Exception Request Screen.**

#### **Removing Exception Request Documents**

If the user wishes to remove a document from an Exception Request, the user should click on the **Document** link (A) in the **Attach Documents Section** of the **Create Exception Request Screen.** 

Note: Documents can only be removed from an Exception Request while the request is still in draft form, prior to submitting to the Region for processing.

A one-line breaker diagram identifying the facility for which the exception is requested must be supplied with every application. The diagram(s) supplied should also show the Protection Systems at the interface points associated with the Elements for which the exception is being requested. Entities are required to supply the data and studies needed to support their submittal. Studies should:							
Be based on an and system topo Clearly documer Address key per support the enti- commensurate Supporting statement Attached documents	Interconnection-wide base ology nt all assumptions used formance measures of BES ity's application, consistent with the scope of the requi s for your position from ot	e case that is suitably comple is reliability through steady-si t with the methodologies de est her entities are encouraged.	te and detailed to reflect the tate power flow, and transie scribed in the Transmission f	e facility's electrical characteristic nt stability analysis as necessary to Planning (TPL) standard and			
Document Name	Document Author	Date Submitted	Last Updated	Confidential Type			
Inertia	Joe.Smith@Test53.com	06/20/2014 12:46:20 EST	06/20/2014 12:46:20 EST	Non Confidential			
Add							

Figure 34: Attached Documents Section of the Create Exception Request Screen

This will bring the user to the **Edit Document Screen**. The user should then click on the **Delete** link (A) at the right side of the document to be deleted.

Ocument Name				
Dog				
Author				
loe.Smith@Test5	3.com			
SubmittedDate				
06/20/2014 10:50	0:00 EST			
Confidential Type	r:			
Confidential Type Non Confidential	r:			
Confidential Type Non Confidential Description (Limi	:: t to 512 Characters)			
Confidential Type Non Confidential Description (Limi Document Vers	r: t to 512 Characters) ions			
Confidential Type Non Confidential Description (Limi Document Vers File Name	:: t to 512 Characters) Ions Author	Uploaded on	File Size	
Confidential Type Non Confidential Description (Limi Document Vers File Name Dog.jpg	:: t to 512 Characters) ions Author Joe.Smith@Test53.com	Uploaded on 06/20/2014 10:50:00 EST	File Size 26 KB	Delete 🕢
Confidential Type Non Confidential Description (Limi Document Vers File Name Dog.jpg	:: t to 512 Characters) ions Author Joe.Smith@Test53.com	Uploaded on 06/20/2014 10:50:00 EST	File Size 26 KB	Delete A
Confidential Type Non Confidential Description (Limi Document Vers File Name Dog.jpg Jpload New Do	:: to 512 Characters) ions Author Joe.Smith@Test53.com scument Version (50mb Max File	Uploaded on 06/20/2014 10:50:00 EST Size)	File Size 26 KB	Delete A

Figure 35: Edit Document Screen

That action will delete that document and return the user to the **Attach Documents Section** of the **Create Exception Request Screen.** 

#### **Transmission Facility Details**

If the Exception Request contains a **Transmission Facility Element(s)** (if **Transmission** was selected in the **Add Element Description** area of Section 1 of the Exception Request), the user will be required to complete the following information:

1.	Is there generation connected to the facility?
	C Yes 🖗 No
	If yes, what are the individual gross nameplate values of each unit and/or facility?
2.	How does the facility impact permanent Flowgates in the Eastern Interconnection, major transfer paths within the Western Interconnection, or a comparable monitored facility in the ERCOT Interconnection or the Quebec Interconnection?
	Please list the Flowgates or paths considered in your analysis along with any studies or assessments that illustrate the degree of impac
3.	Is the facility included in an Interconnection Reliability Operating Limit (IROL) in the Eastern Interconnection, ERCOT Interconnection, o
	Quebec Interconnection or a major transfer path rating in the Western Interconnection?
	Please provide the appropriate list for your operating area:

4.	How does an outage of the facility impact the over-all reliability of the BES? Please provide study results that demonstrate the most severe system impact of the outage of the facility and the rationale for your response:
	Is the facility used for off-site power supply to a nuclear power plant as designated in a mutually agreed upon Nuclear Plant Interface Requirement (NPIR)?
	C Yes 🖗 No
	Description/Comments:
5.	Is the facility part of a Cranking Path associated with a Blackstart Resource? Ves © No Description/Comments:
6.	Does power flow through this facility into the BES?
	🔹 No 🗧 Yes, under 10% of the calender year 🥤 Yes, between 10% - 25% of the calender year 🥤 Yes, between 25% - 50% of the
	calender year C Yes,more than 50% of the calender year
	If yes, then using metered or SCADA data for the most recent consecutive two calendar year period, what is the minimum and maxim

#### Figure 36: Transmission Facility Details

NOTE: If the answer to any question is **no**, comments are not required.

#### **Generation Facility Details**

If the Exception Request contains a **Generation Facility Element(s)** (if **Generation** was selected in the **Add Element Description** area of section 1 of the Exception Request), the user will be required to complete the following information:

Gene	ration Facility Details
1.	What is the MW value of the host Balancing Authority's most severe single Contingency and what is the generator's, or generator facility's, percent of this value?
2.	Is the generator or generator facility used to provide Ancillary Services?
	Yes 🖲 No
	Describe what Ancillary Services the generator or generator facility is supplying:
3.	Is the generator designated as a must run unit? Yes R No Please provide the appropriate reference for your operating area:
4.	How does an outage of the generator impact the over-all reliability of the BES? Please provide study results that demonstrate the most
	severe system impact of the outage of the generator and the rationale for your response:
5.	Does the generator use the BES to deliver its actual or scheduled output, or a portion of its actual or scheduled output, to Load?

Figure 37: Generation Facility Details

NOTE: If the answer to any question is **no**, comments are not required.

# **Certifying and Submitting an Exception Request**

Before submitting the Exception Request, the request must be **certified by an authorized representative of the Entity**. To accomplish this, the **Name of the authorized representative so certifying** (A) and **Representative's Title/Department** (B) must be entered in **Section 2** of the **Create Exception Request Screen**.

By submitting this Request, the following responsibl certifies that the representative has read the Except believes approval of the Exception Request is warrar of Procedure. The representative further certifies th TOP. TR and PA that has for will have upon inclusion	le, authorized representative of the Submitting Entity's senior management tion Request on behalf of the Submitting Entity and that the Submitting Entity nted pursuant to the criteria in Section 3.1 of Appendix SC of the NERC Rules that a copy of Sections I. and II. of this Request has been sent to each PC, RC, in the RESI the Elements covered by this Request within its cone of
responsibility. If the Submitting Entity is not the Ow	ner, the representative also certifies that the Submitting Entity conferred with
the Owner regarding the reason for the requested E	Exception, but could not reach agreement regarding the submission of the
Request.	
Name of authorized representative so certifying*:	Representative Title/Department*
Al B. Querque	Vice President of Operations
Provide a brief statement of the basis, consistent with Submitting Entity contends the Exception Request sho	n Section 3.1 of Appendix 5C of the NERC Rules of Procedure, on which the buld be approved*:
No impact on BES	A 10

Figure 38: Section 2 of the Create Exception Request Screen

The user must also enter a **brief statement of the basis**, consistent with Section 3.1 of Appendix 5C of the NERC Rules of Procedure (C), on which the Submitting Entity contends the Exception Request should be approved (*REQUIRED*).

The user must then select the **Certification** checkbox (A) at the bottom of the **Create Exception Screen** before submitting the Exception Request.

$\square$ I certify that all entities related to this Exception Request are authorized to access all commen	ts and documents associated with it.
	ВСО
	Submit Save Draft Delete
© 2014 - NERC Ver 1.2.14170.1	
Machine Name: BESDVSTGWB01	

Figure 39: Bottom of the Create Exception Request Screen

To submit the Exception Request, the user should click on the **Submit** button (B). At any time, the user may **Save** a **Draft** (C) or **Delete the Request** (D) by clicking on the buttons at the lower right of the **Create Exception Request Screen.** 

	ERO Ente	rprise BES	5 Notificat	tions and	l Excepti	ons Tool	Joe.Smith@Te	st53.com / Help Log Out
	Home	User Creat	e Exception Requ	lest Creat	te Self Determir	ation Reports	:	
	Exception Reque	ard						
	Archived:	Withdrawn:	🗆 Split: 🗆 Cer	tified: 🗆 SD In	NERC Review:	Reviewing Region	s: 🗆 TRP Assigne	d: 🗆 Apply
	Show 10 entrie	status ♦	Stage 🖨	Туре	\$ Submitted	♦ Submitting Entity	Region \$	Next
A	ID	Status	Stage	Туре	Submitted	Submitting Ent	Region	Next Action
	2014-MRO- NCR02602- Exception00002	B Under Review	C Initial Review	Exception Request	06/20/2014 13:43:59 EST	1 Allegheny Power [LSE, TO]	MRO	09/03/2014 - Review Decision
	25	<u>Draft - Self</u> Determination	<u>Draft - Self</u> Determination	Self- Determination		1 Allegheny Power [LSE, TO]	MRO	Submit
	Showing 1 to 2 of 2	entries					First Previous	<u>1</u> Next Last

Once the Exception Request has been submitted, the user will be returned to the **BESNet Dashboard**.

#### Figure 40: BESNet Dashboard

The **ID** for the Exception Request will be complete with year, Region, NCR, and the Exception number. The Status and Stage of the Exception Request will show "Under Review" (B) and "Initial Review" (C), respectively.

# Appendix A – Version History

Version	Date	Change(s) Made	Change Tracking
1-0	May 9, 2014	Initial Release – User Account Management Section only	
1-1	June 19, 2014	Incremental Release – Addition of Submittal of Self-Determined Notifications	
1-2	June 29, 2014	Incremental Release – Addition of Submittal of Exception Requests, separation of document into sections for downloading	

The following is the history of changes to this document.