

ERCOT Operating Procedure Manual
Shift Supervisor Desk

Step	Action
RMR Unexcused Misconduct Events	
NOTE	<ul style="list-style-type: none"> • For a RMR unit, a “Misconduct Event” means any hour or hours during which Participant is requested to, but does not, deliver the energy at a level of at least 98% on each hour of the level shown in the Availability Plan. • For a Synchronous Condenser Unit, a “Misconduct Event” means any hour or hours during which Participant is requested to, but does not, synchronize the Unit to the ERCOT Transmission Grid during any hour in which the Unit is shown in the Availability Plan
1	<p>IF:</p> <ul style="list-style-type: none"> • An RMR or Synchronous Condenser fail to deliver the energy when requested to; <p>THEN:</p> <ul style="list-style-type: none"> • Notify the Manager of System Operations and/or Control Room Operations Manager. <ul style="list-style-type: none"> □ The manager will gather the detailed information and send an e-mail to “Nodal Settlements and Billing” with the subject line “Action Required – RMR Unexcused Misconduct Event”.
Shift Schedule	
NOTE	<ul style="list-style-type: none"> • Shift Schedules will be posted to the MIS under GRID on the Transmission Page in the Transmission Supporting Information section. • The posting of the schedule will be current at all time to be compliant with the Protocols.
GEO-Magnetic Disturbance (GMD)	
NOTE	<p>A geomagnetic disturbance (GMD) occurs when the magnetic field embedded in the solar wind is opposite that of the earth. This disturbance, which results in distortions to the earth’s magnetic field, can be of varying intensity and has in the past impacted the operation of communications systems, and electric power systems.</p>
1	<p>Periodically, monitor the NERC Reliability Coordinator Information System (RCIS) at https://rcis.nerc.net</p>
2	<p>WHEN:</p> <ul style="list-style-type: none"> • Alerts for GMDs are issued for K-7 or higher; <p>THEN:</p> <ul style="list-style-type: none"> • Instruct the Transmission & Security and Real-Time Operators to make Hotline calls, AND • Post message on MIS Public
3	<p>WHEN:</p> <ul style="list-style-type: none"> • The GMD alert has expired;

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	<p><u>THEN:</u></p> <ul style="list-style-type: none"> • Instruct the Transmission Operator to make Hotline call to TOs, AND • Post message on MIS Public
<p>Gas Restrictions</p>	
<p>1</p>	<p>Once notified by a QSE of gas restrictions</p> <ul style="list-style-type: none"> • Send an e-mail to “Gas Company Notifications”. This will notify all appropriate ERCOT staff.
<p>2</p>	<p><u>Determine:</u></p> <ul style="list-style-type: none"> • If the gas restriction could impact electric power system adequacy or reliability; <p><u>THEN:</u></p> <ul style="list-style-type: none"> • Proceed to “Reports” procedure for NERC/DOE reporting requirements, AND • Consider fuel switching for the generation that has this capability <p>This data can be viewed at ERCOT SharePoint > System Operations Control Center > Quick Links > Fuel Oil Capability</p>
<p>Special Protection Systems (SPSs)</p>	
	<p><u>IF:</u></p> <ul style="list-style-type: none"> • A Monthly SPSs report is received by e-mail; <p><u>THEN:</u></p> <ul style="list-style-type: none"> • Forward reports to: <ul style="list-style-type: none"> ▫ OPS Support Engineering ▫ Shift Supervisors

3.5 Geo-Magnetic Disturbance Notification

Procedure Purpose: To provide notification and increase situational awareness when a GMD storm is advancing.

Protocol Reference				
Guide Reference				
NERC Standard	IRO-005-3.1a R3			

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Step	Action
NOTE	The Geomagnetic Disturbance Reference Document can be found in Section 2.13 of the Common to Multiple Desks Desktop Reference Guide.
1	<p>WHEN:</p> <ul style="list-style-type: none"> Notified by the Shift Supervisor that a K-7 or higher GMD storm is expected; <p>THEN:</p> <ul style="list-style-type: none"> Issue an Advisory by making a Hotline call to TOs Post message on MIS Public Notify Real-Time operator to make hotline call to QSEs <p>Typical Hotline Script: “This call requires everyone to remain on the line until it is complete. [TO] I will be asking you for the repeat back. This is ERCOT operator [first and last name]. At [xx:xx], ERCOT is issuing an Advisory due to a [state K-Index Alert] geomagnetic disturbance storm alert that has been issued for [date and hours]. ERCOT is instructing you to increase your situational awareness in the following areas:</p> <ul style="list-style-type: none"> Monitor reactive reserves Monitor for unusual voltage and /or MVAR swings Prepare for possible false SCADA/EMS indications if telecommunications systems are disrupted <p>Report to ERCOT if you suspect any issues due to a GMD. [TO] please repeat this back to me.” If repeat back is CORRECT, “That is correct, thank you.” If INCORRECT, repeat the process until the repeat back is correct.</p> <p>Typical MIS Posting Script: Advisory issued for a geomagnetic disturbance storm of K-7 or higher.</p>
Cancel	<p>WHEN:</p> <ul style="list-style-type: none"> Notified by the Shift Supervisor that a K-7 or higher GMD storm has

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	<p>expired;</p> <p>THEN:</p> <ul style="list-style-type: none">• Cancel the Advisory by making a Hotline call to TOs• Cancel message on MIS Public• Notify Real-Time operator to make hotline call to QSEs. <p>Typical Hotline Script:</p> <p>“This call requires everyone to remain on the line until it is complete. [TO] I will be asking you for the repeat back. This is ERCOT operator [first and last name]. At [xx:xx], ERCOT is canceling the Advisory for the geomagnetic disturbance storm. [TO] please repeat this back to me. ”</p> <p>If repeat back is CORRECT, “That is correct, thank you.”</p> <p>If INCORRECT, repeat the process until the repeat back is correct.</p>
Log	Log all actions.