**Guide for Implementing EIR 13001:**

1. **Request Processing**

Initiating a Registration Request:

A BA or PSE may initiate the entry of a pseudo-tie. The PSE need not be listed in the pseudo-tie object, this accommodates arrangements where a PSE may utilize the service of a third party. User will be presented with a form containing the required information described in the Registration Data section.

EIR Processing of a New Registration:

Upon submission of the required information, the EIR shall:

* Assign an unique identifier to the pseudo-tie object
* Set the status of the pseudo-tie object to Pending
* Send notifications to all approving entities identified in the pseudo-tie requesting their review and approval is needed. Each notification would be sent to the email address of the entity’s registered administrator(s) requesting an approve/deny response within the next 10 days.

1. Approval entities are derived from the registration information as defined in the Required Approvals section below.

* Start a countdown for the 10 calendar day approval window. The pseudo-tie object’s approval window length is adjustable by the EIR administrator.

User Approval Action:

* Each approval entity independently approves or denies their role in the pseudo-tie object.
* The approval entities’ administrator(s) shall access Pending Approvals in the EIR interface.
* Each approval entity can view all of the pending pseudo-tie object’s information.
* Each approval entity can either approve or deny their role in the pseudo-tie object.
* The approval entity must supply a comment with their response if they deny the requests.
* The registering entity (submitter) will receive notifications of each approval entity’s approval/denial response and will be able to access the approval entity comments.
* Approval entities can change their approvals/denials at any time during the approval window.

EIR Processing of Approval information:

* Once all approval entities have responded with an approval, the pseudo-tie object status will be set to Approved, and the approval window will be closed.
* The pseudo-tie object status will be set to Denied at the end of the approval window, if any approval entity has either failed to respond or has set the pseudo-tie object to Denied.
* A notification will be sent to all involved that the pseudo-tie will be included in the next regularly scheduled EIR publication.

Modification of Registration Data

Initiating Modification Request:

The registering entity (the BA or PSE) may initiate the modification of a pseudo-tie to reflect changes in Transmission Contract Numbers only.

EIR Processing of a Modification Request:

Upon submission of the modification information, the EIR shall:

* Set the status of the modification request to Pending
* Send notification to the associated RC and the Transmission Service Provider associated with the modified transmission service contract number to request their review and approval. The notification will be sent to the email address of the entity’s registered administrator(s) requesting an approve/deny response within the next 10 days.
* Start a countdown for the 10 calendar day approval window. The modification request’s approval window length is adjustable by the EIR administrator.

User Approval Action:

* The RC and the Transmission Service Provider associated with the modified transmission contract number (approval entity) approves or denies the modification request.
* The approval entity’s administrator(s) shall access Pending Approvals in the EIR interface.
* The approval entity can view modification request’s information.
* The approval entity can either approve or deny the request for modification.
* The approval entity must supply a comment with their response if they deny the requests.
* The registering entity (submitter) will receive notifications of the approval entity’s approval/denial response and will be able to access the approval entity comments.
* The approval entity can change their approvals/denials at any time during the approval window.

EIR Processing of Approval information:

* Once the approval entities have responded with an approval, the modification request status will be set to Approved, and the approval window will be closed.
* The modification request status will be set to Denied at the end of the approval window, if any approval entity has either failed to respond or has set their modification request response to Denied.
* A notification will be sent to all involved that the pseudo-tie will be included in the next regularly scheduled EIR publication.
* Final approval will retain historical record, however only an Approved record with the most recent effective date within the applicable timespan will be active

The request, effective, and start dates shall follow the existing EIR date process.

Termination of Pseudo-Tie

* Approved pseudo-tie objects can be terminated by any approving entity on the pseudo-tie which submits a termination request.
* Terminations require at least 7 calendar days of lead time, excluding the publication schedule.
* The effective date shall not occur in the past and will represent the date the object is terminated regardless of when approval is received during the approval window.
* The EIR will notify all approval entities of the pending termination and require approval
* If any approval entity associated with the pseudo-tie object termination request fails to respond in the 7 days window, it will be treated as a passive approval.
* The entity requesting the termination may withdraw the pending termination any time during the 7 calendar day lead time.
* Cancellation of the pending termination will be communicated to all approval entities.
* The pseudo-tie object termination request status will be set to Denied at the end of the approval window if any approval entity has set the pseudo-tie object to Denied.

1. **Registration Data:**

All information, where possible, should be available via drop-downs sourced from other EIR objects.

Required General Information:

* Start Date
* Stop Date
* Checkbox indicating if pseudo-tie is new or existing.
* All Reliability Coordinators (RCs) through which the pseudo-tie will flow based upon the BAs in the pseudo-tie object

Required Physical Path Information

For the purposes of registration, not all physical segment information is needed. Below is the recommended required information association with the physical segments:

|  |  |
| --- | --- |
| **Segment** | **Registration Information** |
| Generation (only 1 segment) | * Source BA * Source Point |
| Transmission (at least 1 segment) | For each segment:   * POR * POD * Transmission Service Provider * Contract Reference Number (e.g., OASIS AREF, etc.) * Scheduling Entity (e.g., BA in which the POR-POD reside.) |
| Load (only 1 segment) | * Sink BA * Sink Point |

Optional Information:

* Comment field.

Required Approvals:

Below is the list of entities that are required to approve the registration:

|  |  |
| --- | --- |
| **Segment** | **Required Approver** |
| Generation (only 1 segment) | * Source BA * PSE associated the Source Point |
| Transmission (at least 1 segment) | * Each Transmission Service Provider identified with a POR-POD segment * Each Scheduling Entity that is not the Source or Sink BA |
| Load (only 1 segment) | * Sink BA * PSE associated with the Sink Point |
| Other | Each RC that is associated with any BA or Transmission Service Provider listed above |

\*Entities that request registration are automatically approved upon submission of the request

1. **Testing Requirements**

Industry volunteers will create, approve, deny, modify, and terminate pseudo-tie objects in a test environment with the EIR administrator prior to implementation in a production environment. Variances will be documented, corrected, and retested prior to implementation in a production environment.

While traditional interoperability testing (e.g., e-Tag related interoperability testing, etc.) will not be needed, schema and supporting documentation will be available 30 days prior to implementation in a production environment. In addition, test publications will also be available 30 days prior to implementation in a production environment.

1. **Specific Benefits to Industry/Entity/Segment**

Registration of Pseudo-Ties will improve awareness among RCs, BAs, and TSPs, allow Balancing Authorities to comply with the NERC Standard INT-004-3 - Dynamic Transfers, R3, support congestion management, and provide more efficient e-Tag creation for pseudo-ties.