



Transmission & Substation Outage and Clearance Coordination Procedures

Real Time Operations Department

Revised August 21, 2017

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CenterPoint Energy Telephone Numbers

Real Time Operations Department (RTO)

RTO System Controller	281-894-0491 (24 hours)
RTO HOTLINE (Emergency)	281-894-1625 (24 hours)

Outage Scheduling:

Submit request to: OutageRequest@centerpointenergy.com

Outage Questions call 713/207-2714 (Primary) or 713-207-2196

Metering Department:

High Voltage Metering	713-945-6689
Metering Engineering	713-207-4155

Transmission Accounts Representatives:

Nicholas Carroll	713-207-2785
Greg DonCarlos	713-207-3512
Tim Raines	713-207-3538
Kevin Sarvis	713-207-5639
Joe (Cliff) Teaster	713-207-2263

1 Introduction

1.1 Applicability

- 1.1.1 This procedure applies to entities (“the Customers”) who own high voltage transmission and/or generation facilities interconnected to CenterPoint Energy Houston Electric, LLC’s (“CNP”) 69 kV, 138 kV, or 345 kV transmission system. Customer, as used in this document, includes the Customer’s authorized contractors or agents. The Customer shall ensure that the provisions in this document are applied to facilities that may be owned by others and that are interconnected to the Customer’s facility at the same voltage at which the Customer’s facility is interconnected to CNP’s transmission system.

1.2 Purpose

- 1.2.1 The purpose of this document is to facilitate the coordinated operation, outage coordination, maintenance, design, and modification of the Customer’s high voltage transmission or generation facilities with CNP facilities.

1.3 Copies of This Procedure

- 1.3.1 The Customer shall keep copies of this procedure in applicable Customer substation control houses and plant operating centers. This procedure, including forms, may be reproduced.

1.4 Facility Ownership or Name Change

- 1.4.1 The Customer shall inform CNP of any change in ownership or name of their interconnected facilities or facilities owned by others that are interconnected to their facilities.

1.5 Procedure Conflicts

- 1.5.1 Any conflicts between this procedure and the Customer’s procedures shall be thoroughly discussed with appropriate CNP representatives and resolved before beginning any work.

1.6 Equipment Changes

- 1.6.1 The Customer shall provide all equipment, in accordance with CNP specifications, whenever changes in CNP transmission system, including monitoring and protection devices, require changes in the Customer’s interconnected facilities to maintain compatibility.
- 1.6.2 The Customer shall provide sufficient notice to CNP of any proposed changes to their facilities as specified in Section 9 (Equipment Additions, Replacement, Upgrades and Removal) of this document. This notification shall include providing necessary details, so that CNP can provide comments based upon a general, functional review. The Customer shall not procure any equipment

or materials or begin any work until all CNP comments are incorporated or resolved.

1.7 Generation Installation and Operation

1.7.1 Customers desiring to connect generation that will operate in parallel to CNP's transmission system shall file an application with the Electric Reliability Council of Texas ("ERCOT") requesting interconnection in accordance with ERCOT's Generation Interconnection Procedure.

1.7.2 The Customer's generation facility shall be operated in accordance with the ERCOT Protocols and Operating Guides available at:

<http://www.ercot.com/mktrules/nprotocols>

<http://www.ercot.com/mktrules/guides/noperating/cur>

1.8 Power Factor

1.8.1 The Customer shall provide suitable apparatus to maintain power factor consistent with the requirements of CNP's Tariff for Retail Delivery Service.

1.9 Voltage Fluctuations

1.9.1 The Customer shall provide suitable apparatus to mitigate voltage fluctuations to reasonable limits should the Customer's equipment cause voltage fluctuations that interfere with CNP's transmission system.

1.10 Emergency Response

1.10.1 In an emergency, the Customer shall switch substation equipment, reduce MW output, change reactive output, or perform other measures as directed by ERCOT or CNP's Real Time Operations Department ("RTO"), to help alleviate the emergency.

1.10.2 CNP may interrupt transmission service to and deliveries from the Customer in the event of an emergency.

1.11 Unplanned Outage Restoration

1.11.1 Customer substations are an integral part of the interconnected transmission system, and CNP personnel may need to perform switching activities in a Customer substation to restore service to other customers in a timely manner. Customer actions that delay such switching activities can result in economic and/or environmental impacts for neighboring customers and pricing impacts for electricity market participants.

1.11.2 The Customer shall follow the applicable provisions as specified in Section 6 (Unplanned Outages) of this document.

1.11.3 Following evaluation of available information, the RTO System Controller shall issue switching orders to restore CNP transmission lines. Available information may include Customer reports, CNP field inspections of

transmission lines and substations, lightning data, digital fault recorder data, protective relay data, fault location analysis, and Traveling Wave System ("TWS") fault location.

2 CNP Access to the Customer's Facilities

2.1 Authorized Representative of CNP

- 2.1.1 An authorized representative of CNP shall have access to the Customer's premises for the purpose of performing switching orders, inspecting CNP's wiring and apparatus, repairing, erecting, removing, or replacing CNP-owned equipment, reading CNP meters, performing routine testing of certain Customer equipment, performing inspections of CNP apparatus and switching following an unplanned outage of CNP transmission lines, and for all other purposes related to the interconnection.

3 Communications with CNP

3.1 Real Time Operations Department

3.1.1 RTO operates CNP's transmission system and coordinates the operation of interconnected high voltage facilities. RTO provides routine and emergency switching instructions, issues clearances, and dispatches CNP personnel in response to electrical outages and problems. The Customer shall schedule planned outages with RTO and obtain from RTO switching instructions for any equipment at the Customer's substation that is directly interconnected with CNP's transmission system. Switching in the Customer's facilities that are remote to the Customer's substation directly interconnected with CNP's transmission system does not need to be scheduled. CNP will notify the Customer one or more days in advance if switching is required in the Customer's substation for planned transmission line outages or if the Customer's substation will be placed in a single-ended condition.

3.2 Scheduling Transmission Equipment Outages

3.2.1 CNP's substation equipment outage scheduling and reporting requirements have been developed to support ERCOT requirements for scheduling outages on circuit breakers, bus sections, transmission lines, and transformers that have an operating voltage of 60 kV and higher and to support requirements for scheduling outages of ERCOT Polled-Settlement ("EPS") metering equipment.

3.2.2 The Customer shall contact the RTO Outage Scheduler as shown in Table 1 at the end of this section to coordinate outages in the substation that is directly interconnected with CNP's transmission system. Requests are considered in the order they are received.

3.2.3 Switching Orders, Clearances - The Customer shall follow switching instructions provided by the RTO System Controller prior to initiating any switching to remove equipment from service or return equipment to service in the Customer's facilities. The Customer shall request a clearance from the RTO System Controller when required. A "Switching Order" form and a "Transmission Switching Check List" form are included in this document. The RTO System Controller can be contacted at 281-894-0491.

3.2.4 Unplanned Outages, Emergencies - The Customer shall contact the RTO System Controller as soon as possible whenever any unplanned tripping of any circuit breaker operating at a voltage of 60 kV and higher occurs. An "Unplanned Outage Check List" form is included in this document. In the event of an unplanned generation outage, the Customer or his designated representative shall advise CNP's RTO System Controller as soon as possible. In emergency situations, switching may be performed by a qualified person, which is authorized by the Customer, based upon switching instructions provided by the RTO System Controller. An "Emergency Switching Check List" form is included in this document. The RTO System

Controller can be contacted at 281-894-0491 or at the RTO HOTLINE 281-894-1625.

- 3.2.5 ERCOT Approvals - The RTO System Scheduler will coordinate a review and notify the Customer whether the outage can be scheduled for the desired day. Transmission line outages and the energization of new equipment require the approval of ERCOT. The Customer shall notify the RTO System Scheduler as soon as possible if an outage is canceled prior to the outage date. The Customer shall immediately notify the RTO System Controller if an outage is canceled on the day of the outage. CNP endeavors to notify the Customer as soon as possible when it is deemed necessary to cancel an outage.
- 3.2.6 Customer Substation Evacuations – During emergencies requiring evacuation of the Customer's facility, the Customer shall contact RTO prior to the evacuation and provide information regarding the operational status of their substation and associated support facilities, such as substation station service power, battery and battery charger, and ability for CNP to access the substation. The Customer's substation is an integral part of the interconnected transmission system and disabling them has an impact on the electrical grid.

3.3 Transmission Accounts Division

- 3.3.1 CNP's Transmission Accounts Division ("Transmission Accounts") is responsible for coordinating the Customer's service needs within CNP. Transmission Accounts representatives endeavor to inform the Customer of long range planned switching and projects that may affect the Customer's facility.
- 3.3.2 The Customer shall notify the Transmission Accounts representative as specified in Section 9 (Equipment Additions, Replacement, Upgrades and Removal) when equipment additions or removals are planned or when high voltage equipment 60 kV and higher or associated equipment requires modification or replacement. The Customer shall contact a Transmission Accounts representative to request current CNP specifications and applicable bills of material for substation equipment additions and replacement.
- 3.3.3 Transmission Accounts representatives may be contacted for any questions concerning the operation of the Customer's substation. The Transmission Accounts representatives are listed on the CenterPoint Energy Telephone Numbers page in this document.

3.4 Substation and Equipment Identification

- 3.4.1 CNP assigns a substation name, or a Substation ID of six characters or less, to identify the Customer's substation facility. The Substation ID is also referred to as the six character mnemonic name in which some characters may be blank. CNP mounts signs with the substation name or the Substation

ID on a substation control house door and on a substation entrance gate at the Customer's facility.

3.4.2 The Customer's high voltage circuit breakers switches, transformers, and certain low side equipment shall be identified with CNP's assigned numbers. CNP develops a substation basic one-line diagram that includes these assigned numbers. CNP or the Customer shall mark these numbers on the substation equipment. CNP may stencil identification numbers on substation equipment and mount signs, labels, drawings, telephone numbers, and instructions on the Customer's facilities.

3.4.3 The Customer shall use CNP's assigned substation name, or Substation ID, and equipment identification numbers in discussions with the RTO System Controller and the RTO System Scheduler.

3.5 Telephone Lines and Data Communication

3.5.1 The customer is responsible for arrangements with the telephone service provider to establish a direct dial telephone land line to the customer substation control cubicle.

3.5.2 Refer to CenterPoint Energy 007-400-02 Specification for Remote Telemetry of a Customer-Owned Facility for details pertaining to required communications circuits (i.e., customer provided voice communication and CenterPoint Energy provided telemetry communications for SCADA, metering, etc.)

3.6 Alarm Response

3.6.1 CNP responds to alarms for communication equipment installed to protect CNP transmission circuits.

3.6.2 The Customer shall report substation alarms to the RTO System Controller and respond to alarms pertaining to their equipment. A protective relay "CPU Failure" alarm shall be immediately reported to the RTO System Controller. A "Loss of DC" alarm shall be immediately reported to the RTO System Controller and investigated by the customer.

3.7 Outage Scheduling Requirements

Per ERCOT and CNP outage reporting requirements: planned outages on circuit breakers, transmission lines, and autotransformers that are rated 60 kV and higher must be submitted to the ERCOT Outage Coordinator by the CNP RTO Outage Coordinator.

Per ERCOT Protocols, planned outages on ERCOT Polled Settlement (“EPS”) meters and the equipment to which they are connected require a 5 day minimum notice. A 10 calendar-day minimum notice is required for any modifications to approved EPS equipment.

Table 1 Planned Outage Scheduling

Equipment Being Requested	Minimum Advance Notice	Contact
69 kV and 138 kV lines, single load transformers, individual breakers and bus outages of no more than one day in duration.	No later than 1200 hours Wednesday two weeks before the Planned Outage is to take place.	Outage Scheduler @ 713-207-2196 or 713-207-2714
All transmission line outages and equipment outages, including busses, of up to four contiguous days duration (daily or continuous outages).	35 Calendar Days	Outage Scheduler @ 713-207-2196 or 713-207-2714
Any transmission line outages and/or equipment outages, including busses, of 5 days or longer duration (daily or continuous)	90 Calendar Days	Outage Scheduler @ 713-207-2196 or 713-207-2714

Amount of time between the request for approval of the proposed Outage and the scheduled start date of the proposed Outage:	ERCOT shall approve or reject no later than:
Three days	1800 hours, two days before the start of the proposed Outage
Between four and eight days	1800 hours, three days before the start of the proposed Outage
Between nine days and 45 days	Four days before the start of the proposed Outage
Between 46 and 90 days	30 days before the start of the proposed Outage
Greater than 90 days	75 days before the start of the proposed Outage

3.8 Cyber Security Incident

- 3.8.1 A Cyber Security Incident is a malicious act or suspicious event that disrupts, or was an attempt to disrupt, the operation of a Bulk Electric System (BES) Cyber System. A SCADA remote terminal unit (RTU) is an example of a BES Cyber System.
- 3.8.2 If the Customer identifies a possible, or verified, Cyber Security Incident impacting the operation of a CNP-owned BES Cyber System, the Customer shall contact RTO as soon as practicable.

4 Switching, Clearances, Grounding

4.1 Billable Costs

- 4.1.1 Grounding and switching requested by the Customer to be performed during other than normal working hours is billable to the Customer.
- 4.1.2 Grounding and switching charges will be waived under the following conditions:
 - 4.1.2.1 The Customer requesting switching or grounding activities by CNP is a transmission voltage service customer that is interconnected to CNP's transmission system through a customer-owned substation; and
 - 4.1.2.2 The requested activities are to allow the Customer to perform maintenance activities or equipment upgrades on its transmission voltage facilities within the Customer's substation; and
 - 4.1.2.3 The switching and grounding field activities are requested to occur on a normal CNP work day, with outages commencing no earlier than 0800, and outages concluding no later than 1600.
- 4.1.3 Outages extending beyond the timeframes identified in Section 4.1.2.3 above (commencing no earlier than 0800 and concluding no later than 1600) on a forced basis may result in billing for associated switching and grounding activities, as determined on a case-by-case basis.
- 4.1.4 Outages with switching or grounding activities requested for more than two consecutive days may be subject to charges for each additional consecutive day, even if the outages occur within the timeframes identified in Section 4.1.2.3 above (commencing no earlier than 0800 and concluding no later than 1600), unless early or intermittent outage restoration is required by ERCOT or for CNP system requirements.
- 4.1.5 Questions regarding charges should be directed to the Transmission Accounts representative.

4.2 Switching

- 4.2.1 CNP performs necessary switching at the remote end of a CNP transmission line for outages at the Customer's substation that require switching of CNP transmission lines. CNP provides switching instructions for the high voltage devices in the Customer's substation that is directly interconnected with CNP's transmission system. Switching instructions are not provided for remote facilities interconnected to the Customer's substation that is directly interconnected with CNP's transmission system. A "Switching Order" form and a "Transmission Switching Check List" form are included in this document.

- 4.2.2 The Customer shall follow switching instructions provided by the RTO System Controller prior to initiating any switching to remove equipment from service or return equipment to service in the Customer's facilities. The Customer shall implement specific procedures for the switching of its facilities. These procedures shall include a visual check that all phases have fully opened or closed. A device bearing a Hold Tag shall not be operated under any circumstances.
- 4.2.3 The Customer shall provide a Hold Order to RTO for switching at generation facilities for equipment that interconnects with CNP.

4.3 Clearances

- 4.3.1 A clearance is required for applicable work on high voltage apparatus connected to CNP transmission lines when switching at the remote end of a CNP transmission line is necessary. Clearances are also issued when the Customer and CNP will be working on apparatus within the same isolated area at the Customer's facilities. Each party will be issued an individual clearance.
- 4.3.2 A clearance is required for applicable work on high voltage apparatus connected to CNP transmission lines when switching at the remote end of a CNP transmission line is necessary. Clearances are also issued when the Customer and CNP will be working on apparatus within the same isolated area at the Customer's facilities. Each party will be issued an individual clearance.
- 4.3.3 The Customer shall request a clearance from the RTO System Controller when required. Personnel authorized by CNP will perform either "trip & hold" or "check for trip & hold" on necessary devices before a clearance will be issued.
- 4.3.4 A clearance cannot be released by anyone other than the person to whom it was issued unless uncontrollable circumstances make that impossible. In this situation, the person's supervisor may, after informing each member of the crew that such action is being taken, contact the RTO System Controller to release the clearance. For field personnel shift changes, the person assuming the leadership of the work will be issued a new clearance and the person to whom the clearance was originally issued will then release the clearance.

4.4 Grounding

- 4.4.1 CNP issues clearances, as identified in Section 4.3.1 above, indicating that high voltage devices have been opened, locked, and tagged to prevent the devices from operating. After receiving a clearance from the RTO System Controller, if required, and verifying that the apparatus is de-energized, the Customer shall install protective grounds on all de-energized electrical

apparatus before applicable work is performed on it. The Customer shall not install protective grounds on CNP transmission lines or CNP equipment.

- 4.4.2 When more than one party (e.g., the Customer and CNP) will be working on apparatus within the same isolated area at the Customer's facilities, each party shall install their own individual grounds before applicable work is performed.
- 4.4.3 The Customer may perform work on the control circuits and mechanisms of a device without grounding the apparatus, if such work can be performed without risk of contact with primary voltages. Grounds may be temporarily removed if required by testing procedures.
- 4.4.4 Before a grounding device is attached to any Customer high voltage bus work, the Customer shall first test the bus work to confirm that it is de-energized. Grounds shall be placed such that the operation of a switching device cannot remove their protection.
- 4.4.5 The clamps and conductors of grounding devices used by the Customer shall be designed for the available fault current. Grounding devices shall be inspected for broken strands and loose connections. The surface of the ground clamps shall be clean of corrosion and oxides.
- 4.4.6 Grounding devices used by the Customer for high voltage bus work shall be installed and removed with the use of applicable live line tools. Grounding devices shall be securely connected at the ground end before connection is made to the Customer high voltage bus work. Grounds shall be removed by first detaching the connection at the conductor and, then, detaching the connection at the ground end. When grounding to a steel structure, the ground shall not be applied to a flat surface unless an appropriate flat surface clamp is used.
- 4.4.7 CNP does not ground Customer-owned substation equipment except for work being performed by CNP.

4.5 Switching 345 kV Facilities Equipped with Ferroresonance Protection

- 4.5.1 Ferroresonance protection is installed whenever a wound potential transformer ("PT") is connected to 345 kV and the possibility of a ferroresonance condition occurring exists. If applicable, the Customer shall implement specific procedures for switching 345 kV equipment that has ferroresonance protection installed. Procedures shall include the following:
 - ☐ Place the sync handle in position for the last breaker that will be opened.
 - ☐ Monitor the three potential lights located on the control panel inside the control house before and after the last breaker is opened. If one or more of the lights do not dim immediately but gets brighter:
 - ☐ immediately close the last breaker opened to reenergize the bus
 - ☐ investigate the ferroresonance protection
 - ☐ If all lights dim immediately:

- ☐ reset the targets (flags) on the ferroresonance protection relays
- ☐ If relay targets did not operate:
 - ☐ investigate the ferroresonance protection circuit

4.6 Terminology for Switching Orders

Time - Military time, or 24 hour clock, based on prevailing Central Time.

Check Ring for Close - Verify by visual inspection that all devices in the ring are in the closed position.

Remove / Roll Loads - Remove all loads connected to a power transformer. This may be done by tripping applicable low side breakers or by rolling load to an adjacent transformer and tripping applicable low side breakers.

Trip - Initiate and complete an opening operation on a device.

Close - Initiate and complete a closing operation on a device.

Hold Tag - A tag placed on a device to indicate the equipment shall not be allowed to change operating state. The tag shall indicate the party who placed the tag.

Trip and Hold - Trip device, physically or mechanically (e.g., affix padlock) disable device from closing, and place a Hold Tag on the device.

Check for Trip and Hold - Verify by visual inspection that a device is in the trip position and place a Hold Tag on the device.

Secure Against Operation (SAO) - Physically, mechanically, or electrically disable a device (e.g., a motor operated disconnect switch) to prevent it from operating.

Secondary Potential Fuse (SPF) - Remove and tag fuses on the secondary side of potential devices to prevent the possibility of back energizing isolated equipment.

4.8 Transmission Switching Check List

4.8.1 The following basic procedures are for the day of the switching after the outage has been scheduled with and authorized by the RTO System Scheduler (713-207-2196). This applies to the Customer's substation that is directly interconnected with CNP's transmission system.

- ☐ Call the RTO System Controller at 281-894-0491 and request a Switching Order
 - ☐ Provide name, company affiliation, and telephone number
 - ☐ Provide Substation ID
 - ☐ Describe reason for request
 - ☐ Fill out Switching Order
 - ☐ Record the Switching Order number
 - ☐ Record start time provided by the RTO System Controller
 - ☐ Record the RTO System Controller's name
 - ☐ Record the instructions to take equipment OUT
 - ☐ Repeat the instructions
- ☐ Execute the Switching Order placing Hold Tags where appropriate
- ☐ Call the RTO System Controller when the instructions have been completed
 - ☐ Report the actual completion time
 - ☐ Record the completion time provided by the RTO System Controller on Switching Order
 - ☐ Request a Clearance if necessary
 - ☐ Provide the number of personnel in the crew
 - ☐ Provide the number of and location of grounds
- ☐ Verify apparatus is de-energized with a hot line indicator
- ☐ Install protective grounds when required
- ☐ Perform work
- ☐ Remove protective grounds if installed
- ☐ Call the RTO System Controller to request to RESTORE equipment
 - ☐ Report whether more than one Hold Tag is on any device
 - ☐ Provide Clearance number if applicable
 - ☐ Provide the number of personnel in the crew clear of the apparatus
 - ☐ Provide the number of grounds removed
 - ☐ Provide the Switching Order number
 - ☐ Fill out Switching Order
 - ☐ Record start time provided by the RTO System Controller
 - ☐ Record the RTO System Controller's name
 - ☐ Discuss performing Switching Order instructions in reverse order
- ☐ Alert all personnel to move to a safe distance from apparatus being energized
- ☐ Execute the Switching Order removing Hold Tags where appropriate
- ☐ Call the RTO System Controller when restoration has been completed
 - ☐ Report the actual completion time
 - ☐ Record the completion time provided by the RTO System Controller on Switching Order

6 Unplanned Outages

6.1 Unplanned Outages

- 6.1.1 ERCOT Protocols require that CNP notify ERCOT of all unplanned transmission outages.
- 6.1.2 The Customer shall contact the RTO System Controller as soon as possible whenever any unplanned tripping of any high voltage (60 kV and higher) circuit breaker occurs. CNP crews will be dispatched when high voltage circuit breakers remain open in the Customer's substation that is directly interconnected with CNP's transmission system. CNP crews will reset relay targets except in emergency situations. An "Unplanned Outage Check List" form is included in this procedure.
- 6.1.3 CNP crews are not dispatched when high voltage circuit breakers remain open in a remote, non-CNP substation connected to the Customer's substation, but not directly interconnected with the CNP system. In such a case, the Customer shall discuss and evaluate the event with the RTO System Controller. The Customer shall notify the RTO System Controller prior to any switching.
- 6.1.4 In the event of an unplanned generation outage, the Customer or his designated representative shall advise CNP's RTO System Controller as soon as possible.

6.2 Unplanned Outages of 345 kV Facilities Equipped with Ferroresonance Protection

- 6.2.1 Ferroresonance protection is installed whenever a wound PT is connected to a 345 kV and the possibility of a ferroresonance condition occurring exists. If applicable, the Customer shall implement specific procedures for unplanned tripping of 345 kV equipment that has ferroresonance protection installed. Procedures shall include the following:
 - ☐ Visually inspect the three potential lights located on the control panel inside the control house
 - ☐ If one or more of the lights are bright and not dim
 - ☐ Open all the breaker disconnect switches to isolate the potential transformers
 - ☐ Disconnect/Remove the PTs from service on the phases with the bright lights
 - ☐ If one or more of the lights are dark and not dim
 - ☐ Open all the breaker disconnect switches along the affected bus
 - ☐ Disconnect/Remove the PTs from service on the phases with the dark lights
 - ☐ If remote monitoring of potential transformer voltages indicated a ferroresonance condition occurred
 - ☐ Open all the breaker disconnect switches to isolate the potential transformers
 - ☐ Disconnect/Remove the PTs from service on the phases that indicated ferroresonance
 - ☐ If all lights are dim
 - ☐ Reset the targets on the ferroresonance protection relays
 - ☐ If relay targets do not indicate proper action
 - ☐ Investigate the ferroresonance protection circuit

6.3 Emergency Switching

6.3.1 In emergency situations, switching may be performed prior to a CNP crew arriving at the Customer's substation. A qualified person, authorized by the Customer, may operate breakers and switches based upon switching instructions provided by the RTO System Controller. Prior to switching, all relay trip targets shall be reset after the Customer has recorded them and reported them to the RTO System Controller. All personnel shall move to a safe distance from apparatus being energized prior to switching. An "Emergency Switching Check List" form is included in this procedure.

6.3.2 UNPLANNED OUTAGE CHECK LIST

6.3.3 The following instructions are for whenever an unplanned tripping of a transmission service voltage breaker occurs.

- ☐ Call the RTO System Controller at 281-894-0491
- ☐ Provide the following information to the RTO System Controller
 - ☐ Your name, company affiliation, and telephone number
 - ☐ Substation ID
 - ☐ Nature of the problem
 - ☐ Time of outage
 - ☐ Status of all breakers and switches (i.e., open, closed, tagged)
 - ☐ Cause of the event if known
 - ☐ Fault location and faulted equipment if known
 - ☐ Fires and their proximity to energized equipment
 - ☐ Plant and substation entry constraints (e.g., chemical releases)
- ☐ Record the RTO System Controller's name
- ☐ Investigate and provide the following information to the RTO System Controller
 - ☐ Cause of the event if found during investigation
 - ☐ Fault location and faulted equipment if found during investigation
 - ☐ Number of trip operations for each breaker (i.e., change in breaker veeder reading)
 - ☐ Relay trip and alarm targets - Do not reset targets
- ☐ Discuss outage with CNP crews
- ☐ CNP crews record and reset relay trip targets
- ☐ CNP crews record breaker veeder readings
- ☐ Resolve outage and complete any necessary corrective action
 - ☐ Call the RTO System Controller at 281-894-0491 to request to RESTORE equipment
 - ☐ Record the instructions to RESTORE equipment
 - ☐ Repeat the instructions
- ☐ Execute the instructions
- ☐ Call the RTO System Controller when instructions have been completed

BY: _____ DATE: _____

6.4 EMERGENCY SWITCHING CHECK LIST

6.4.1 The following basic procedures are for emergency situations. Contact the RTO System Controller at one of the following telephone numbers.

- ☐ Call the RTO System Controller HOTLINE at 281-894-1625
- ☐ Provide the following information to the RTO System Controller
 - ☐ Your name, company affiliation, and telephone number
 - ☐ Substation ID ☐ Nature of the problem
 - ☐ Time of outage
 - ☐ Status of all breakers and switches (i.e., open, closed, tagged)
 - ☐ Cause of the event if known
 - ☐ Fault location and faulted equipment if known
 - ☐ Fires and their proximity to energized equipment
 - ☐ Plant and substation entry constraints (e.g., chemical releases)
 - ☐ Relay trip and alarm targets
- ☐ Record the RTO System Controller's name
- ☐ Record the instructions to RESTORE equipment
- ☐ Reset relay trip targets
- ☐ Execute the instructions
- ☐ Call the RTO System Controller at 281-894-0491 when instructions have been completed

BY: _____ DATE: _____.

6.5 Other Emergency Conditions

6.5.1 Customer substations are an integral part of the interconnected transmission system and disabling them has an impact on the electrical grid. In certain emergency situations, the Customer may evacuate or shut down their facility. In such cases, the Customer shall endeavor to keep the portion of their substation that is directly connected to the transmission grid in service, unless specifically directed otherwise by the RTO System Controller or ERCOT. The Customer shall not disable A/C power to the DC battery system charger or any protection system components, unless specifically directed otherwise by the RTO System Controller.

7 Generation Operation

7.1 Applicability

- 7.1.1 This section applies only if the Customer operates electric generating facilities and participates in the wholesale transmission market. The Customer shall follow the ERCOT Operating Guides and ERCOT Protocols or other regulatory requirements that apply to their facilities.

7.2 Unit Operation

- 7.2.1 Where CNP owns the interconnecting substation and there is not an in-line breaker to synchronize a generating unit, the Customer has control of CNP's substation breakers that are functioning as generator breakers. CNP has operational control of the disconnect switches associated with these breakers.
- 7.2.2 The Customer shall have generation control personnel on duty at the generating unit site at all times that the generating units are on-line.
- 7.2.3 The Customer or Customer's representative shall notify the RTO System Controller (281-894-0491) immediately before a unit is synchronized and connected to CNP's transmission system.
- 7.2.4 The Customer shall operate units to support the transmission system voltage by regulating reactive power output up to levels demonstrated in the ERCOT tests as required in the ERCOT Protocols. The Customer shall maintain the ERCOT specified voltage level unless otherwise directed by the RTO System Dispatcher or ERCOT.
- 7.2.5 The Customer's voltage regulators, speed governors, and power system stabilizers, if required by ERCOT, shall be in service whenever generating units are on-line. The Customer shall immediately notify ERCOT whenever a voltage regulator, speed governor, or power system stabilizer is taken out of service or placed back in service. The Customer shall maintain settings as close as practical to five percent speed regulation.
- 7.2.6 The Customer shall maintain generating units on-line during system frequency and voltage excursions per ERCOT Operating Guides: www.ercot.com/mktrules/guides/noperating/cur .

8 Protective Relaying and Control

8.1 Settings for Relays Installed for the Protection and Automatic Reclosing of CNP Transmission Lines

- 8.1.1 CNP calculates and implements all settings for the Customer's relays installed for the protection and automatic reclosing of CNP transmission lines and for the Customer's relays installed to prevent back-energizing CNP's system from generation installed on the low side of the Customer's power transformers. On a case-by-case basis, CNP may issue settings for other relays owned by the Customer. The relay settings implemented by CNP for the Customer's relays will be provided to the Customer upon request.

8.2 Applicable Relay Settings

- 8.2.1 The Customer shall provide CNP with the settings of the Customer's relays that trip or close the Customer's high voltage (60 kV and higher) circuit breakers. The Customer shall provide to the Transmission Accounts representative any proposed settings changes for such relays for CNP's review.

8.3 Communications Connections to Electronic Devices

- 8.3.1 An electronic device that can directly or indirectly trip a circuit breaker connected to a CenterPoint Energy transmission circuit (i.e., transmission line protective relay, transformer bus protective relay, local breaker failure relay, etc.) is not allowed to be monitored via routable protocol communication (i.e., Ethernet), serial or dial-up communication by customers connection directly to the device. Data from these electronic devices can be provided to the customer via the CenterPoint Energy SCADA RTU (CenterPoint Energy 007-400-02 Specification for Remote Telemetry of a Customer-Owned Facility) or the customer may install separate devices for monitoring purposes.

8.4 Maintaining Levels of Protection

- 8.4.1 The Customer shall not disable a single level, or multiple levels, of protection that results in no protection for an energized element, such as, a transmission line, high voltage bus, or transformer.
- 8.4.2 The Customer shall immediately notify the RTO System Controller whenever the Customer becomes aware of an energized element that has no protection.
- 8.4.3 The Customer shall immediately notify the RTO System Controller of a protective relay "CPU Failure" alarm or when a protective relay is found powered down, or out of service.

9 Equipment Additions, Replacement, Upgrades and Removal

9.1 Equipment Changes

- 9.1.1 The Customer shall notify the Transmission Accounts representative with sufficient notice to meet the timeline and data reporting requirements in Table 2 below when equipment additions or removals are planned or when high voltage equipment or associated equipment requires modification or replacement. The Customer shall notify the Transmission Accounts representative prior to performing functional testing and allow CNP to witness the testing.
- 9.1.2 The Customer shall provide equipment and installation, including testing and inspections, per applicable CNP specifications and bill of materials. The Customer shall provide necessary details, such as drawings, specifications, and manufacturer type and catalog number, for CNP's review. All CNP comments shall be incorporated or resolved before any equipment or materials are procured or any work is begun.
- 9.1.3 ERCOT Protocols require that all changes to equipment rated at 60 kV and above be communicated by CNP to ERCOT prior to the in-service date as specified in Table 2 below.
- 9.1.4 ERCOT only approves energization requests when the transmission element is satisfactorily modeled in the ERCOT Network Operations Model.

9.2 Modification, Repair, and Replacement of Customer Equipment

- 9.2.1 CNP notifies the Customer of problems in their facilities of which CNP becomes aware. The Customer shall provide any needed equipment modifications, repairs, or replacement as soon as practicable. The Customer shall replace equipment that CNP demonstrates is no longer maintainable. On a case-by-case basis, the Customer and CNP shall develop the responsibilities for the modification, repair, and replacement of this equipment.
- 9.2.2 Industry experience may dictate that certain equipment be modified, repaired, or replaced due to manufacturing defects or unacceptable failure rates and consequences. The Customer shall, as soon as practicable, modify, repair, or replace equipment based on product service advisories issued by manufacturers or advisories issued by CNP.

9.3 Customer Substation Equipment Additions, Relocations, Upgrades and/or Removals

When installing, relocating, or upgrading transmission system equipment, Customers must contact their appropriate CNP Transmission Accounts representative with sufficient notice to meet the timelines and data requirements shown below. ERCOT Nodal Protocols Section 3.10.1 requires that all changes to transmission equipment energized at 60 kV and above be communicated by CNP to ERCOT using the Network Operations Model Change Request (“NOMCR”) process as summarized below:

Table 2

Target Physical Equipment In-Service Month	Deadline to Submit to RTO	Timeline to Submit initial information to Transmission Accounts Rep
Month of January	Sept. 1	June 1 (prior year)
Month of February	Oct. 1	July 1 (prior year)
Month of March	Nov. 1	August 1 (prior year)
Month of April	Dec. 1	September 1 (prior year)
Month of May	Jan. 1	October 1 (prior year)
Month of June	Feb. 1	November 1 (prior year)
Month of July	Mar. 1	December 1 (prior year)
Month of August	Apr. 1	January 1
Month of September	May 1	February 1
Month of October	June 1	March 1
Month of November	July 1	April 1
Month of December	Aug. 1	May 1

(1) Pursuant to the ERCOT Nodal Protocols, CNP requires the following information to meet the deadlines shown above. The NOMCR data requirements include, but are not limited to:

- Completed project expected in-service date
- Equipment ratings
- Device nomenclature will be provided by CNP
- Engineering drawings showing the final configuration.
- Construction sequence with expected energization dates for each piece of equipment.
- Identification of SCADA data points
- Additional data as may be determined by ERCOT

(2) Known outage requests shall be submitted by Real Time Operations with the NOMCR's for each expected energization date.

(3) ERCOT only approves energization requests when the Transmission Element is satisfactorily modeled in the ERCOT Network Operations Model.

10 Equipment Maintenance and Testing

10.1 CNP Testing

- 10.1.1 CNP will perform periodic testing of certain Customer-owned equipment if the equipment is installed for the protection of CNP transmission lines. This includes power line carrier tuning and testing of wave traps, tuners, and carrier sets and calibration and testing of relays and fiber optic communication equipment. CNP will perform testing of SCADA transducers that provide real time data to CNP. CNP may designate additional equipment of the Customer for testing by CNP. CNP will label equipment tested by CNP. The test results for the Customer's equipment tested by CNP will be provided to the Customer upon request.
- 10.1.2 CNP will endeavor to coordinate CNP testing with the Customer's maintenance outages.
- 10.1.3 CNP transmission line outages are required for CNP to perform testing of applicable wave traps of the Customer.
- 10.1.4 Outages of approximately ten hours duration for certain Customer facilities are required for CNP's periodic testing of CNP-owned high voltage metering instrument transformers. Transformer outages are required for metering instrument transformers installed on the high side of transformers. A total separation from CNP's system may be required for certain substation configurations.

10.2 Customer Maintenance and Testing

- 10.2.1 The Customer shall perform maintenance on all structures and equipment owned by the Customer. The Customer shall perform testing on all equipment owned by the Customer except for equipment designated by CNP for testing by CNP as noted in Section 10.1 (CNP Testing). The Customer shall maintain equipment logs and test reports, which shall be provided to CNP upon request.
- 10.2.2 Depending upon ownership, equipment maintained and tested by the Customer may include the following: line surge arresters, potential and current transformers, coupling capacitors, coupling capacitor potential devices, switches (including auxiliary contacts and motors if installed), breakers (bushings, mechanism, tanks), transformers (bushings, surge arresters, main tank, load tap changer, alarms), relays not tested by CNP, and DC battery system equipment.
- 10.2.3 The Customer shall notify the RTO System Scheduler at least ten (10) business days in advance before performing maintenance and testing on potential or current transformers connected to CNP meters.

10.3 Monthly Inspections

- 10.3.1 The Customer shall perform monthly inspections to include the following as applicable.
 - ☐ Visual inspection of outdoor equipment including inside control cabinets
 - ☐ Verify oil levels

- ☐ Verify transformer nitrogen blanket pressure
- ☐ Verify transformer fan operation
- ☐ Verify breaker compressor or hydraulic pump operation
- ☐ Drain condensate from breaker mechanism air tanks
- ☐ Verify operation of control house heating and air conditioning

10.4 Quarterly, Semi-annual Testing, and Inspection

10.4.1 CNP recommends Total Combustible Gas (“TCG”) testing once every three months on transformers equipped with a nitrogen blanket.

10.4.2 Infrared thermography of high voltage equipment is recommended once every six months.

10.5 DC Battery System

10.5.1 The Customer shall perform periodic DC battery system equipment inspections and maintenance to include the following as applicable.

- ☐ Every Month
 - ☐ Visually inspect batteries (corroded connections, leaks, cracked cases)
 - ☐ Visually inspect chargers
 - ☐ Verify and correct water levels
 - ☐ Record and verify float voltage
 - ☐ Record and verify ground reference voltage
- ☐ Every Six Months
 - ☐ Clean battery surfaces
 - ☐ Check charger ventilation
 - ☐ Record and verify cell voltages
 - ☐ Perform internal cell resistance testing
 - ☐ Measure inter-cell connection resistance
 - ☐ Record and verify specific gravity reading
 - ☐ Verify float and equalize voltage settings
 - ☐ Verify proper operation of chargers and alarms
 - ☐ Verify proper operation of high voltage shutdown circuits

10.6 Functional Testing

10.6.1 The Customer shall perform functional trip testing of each high voltage circuit breaker by tripping and closing the breaker from the breaker control switch at least once every year. This breaker tripping may be coordinated with the switching required for maintenance outages.

10.6.2 High voltage circuit breakers equipped with dual trip coils that use a common actuating shaft (e.g., Allis Chalmers, Westinghouse) require special functional testing. The Customer shall perform a test on each breaker by applying trip voltage simultaneously to both trip coils. If the breaker does not immediately trip, the voltage must be quickly removed to avoid damaging the coils. After verifying the wiring, the Customer shall appropriately label the control wiring. The Customer’s maintenance procedures shall include tagging and properly reconnecting trip coil wiring. The Customer shall perform this test whenever a trip coil is replaced or breaker control wiring is modified.

10.7 Special Inspection and Testing

- 10.7.1 Industry experience may dictate that certain equipment requires special inspection and testing due to manufacturing defects or unacceptable failure rates and consequences. The Customer shall perform special inspection and testing based on product service advisories issued by manufacturers and advisories issued by CNP.

11 Plant Design Considerations

11.1 Emergency Systems

- 11.1.1 Continuous electric service from utility power systems cannot be guaranteed even for facilities that are connected to a large number of transmission lines. The possibility exists that a total power outage or separation from the utility system may occur. It is important to consider this when plant emergency systems are designed.

11.2 Automatic Reclosing

- 11.2.1 CNP utilizes automatic reclosing of high voltage circuit breakers following unplanned tripping of CNP transmission lines. CNP endeavors to intentionally delay the initial reclose attempt by at least one second. The Customer is responsible for the separation of necessary motors or other equipment within one second of the tripping.

11.3 System Voltage

- 11.3.1 Electric service from a utility power system cannot be guaranteed against fluctuations. Voltage sag is a common fluctuation that occurs during the time of a fault. The large majority of faults on a utility transmission system are single line-to-ground faults. With automatic reclosing of circuit breakers, several voltage sags can occur within a one-minute period. Most voltage sags from faults on transmission systems have a very short duration of less than ten cycles with high-speed fault clearing. Another common fluctuation is a transient voltage oscillation that occurs each time a capacitor bank is energized. Equipment, such as motor contractors, adjustable speed drives, programmable logic controllers, and high intensity discharge lamps, can be sensitive to these short duration voltage sags and transient voltage oscillations.
- 11.3.2 It is important to consider voltage sag “ride-through” for equipment applied to critical processes where nuisance tripping can cause a whole process to shut down. Plant power systems and equipment control systems can be designed or modified to ride-through the most common voltage sags and transient voltage oscillations on utility power systems. CNP will provide additional information upon request.

11.4 Electrical Protection Coordination Studies

- 11.4.1 If the Customer performs plant electrical protection coordination studies, the Customer may contact a Transmission Accounts representative to request the available CNP system fault current and system impedance at the Customer’s facility.

11.5 Substation Design Specifications

- 11.5.1 The Customer can contact a Transmission Accounts representative to request current CNP specifications and applicable bills of material for new substations and substation equipment additions and replacement.