

Guidelines for Completing an Application for Transmission Service

1.0 Introduction

In accordance with Section 5.0 of the *NL Transmission Policies and Procedures*, an Eligible Customer may apply for Point-to-Point Transmission Service or Network Integration Transmission Service from the Newfoundland Labrador System Operator (NLSO). This document is intended to guide Eligible Customers in completing applications for Point-to-Point Transmission Service or Network Integration Transmission Service from the NLSO. All capitalized terms in this document are defined in Section 2.0 of the *NL Transmission Policies and Procedures*.

2.0 Submission of Application

To apply for Transmission Service from the NLSO, an Eligible Customer must complete the **Application for Firm or Non-Firm Point-To-Point Transmission Service** and/or the **Application for Network Integration Transmission Service** available on OASIS and return it, with the applicable security deposit (or proof of deposit), to the NLSO by fax, e-mail or mail to:

Attention: Manager, Reliability Standards and Commercial Compliance
Fax: 709-737-1318
E-Mail: transmissionservices@nlh.nl.ca
Mailing Address: Attention: Manager, Reliability Standards and Commercial Compliance
Newfoundland and Labrador System Operator
Hydro Place, 500 Columbus Drive
P.O. Box 12400
STN A. St. John's, NL
A1B 4K7

Questions regarding the application process or transmission services may be referred to the Manager, Reliability Standards and Commercial Compliance as follows:

Phone: 709-570-5906
Fax: 709-737-1318
E-Mail: transmissionservices@nlh.nl.ca

3.0 Deposit Requirements

In accordance with Section 5.5 of the *NL Transmission Policies and Procedures*, a Completed Application for Firm Point-To-Point Transmission Service shall include a security deposit in the amount of the charge for one month of service. A security deposit is not required for Non-Firm Point-to-Point Transmission Service. A Completed Application for Network Integration Transmission Service shall include a deposit approximating the charge for one month of service.

The method of payment for any required deposit may be either certified cheque payable to the NLSO, or Electronic Wire Payment to the NLSO. Please contact the Manager, Reliability Standards and Commercial Compliance for information pertaining to the submittal of security deposit payments for Transmission Service Applications.

4.0 National Energy Board Permit

Eligible Customers planning to export energy generated in Canada to the United States require a National Energy Board (NEB) permit. Information on NEB permits can be found on the NEB website at www.neb-one.gc.ca. Eligible Customers planning to export energy generated in Canada to the United States shall include a copy of their NEB export permit with their application.

5.0 Applications for Firm and Non-Firm Point-To-Point Transmission Service

To apply for Firm or Non-Firm Point-to-Point Transmission Service, an Eligible Customer must complete and return the **Application for Firm or Non-Firm Point-To-Point Transmission Service**. Applications should be submitted to the NLSO at least sixty (60) calendar days in advance of the calendar month in which the requested service is to commence. To be considered a Completed Application, the application must include the applicable security deposit as per Section 3.0 above, as well as provide the following information:

1. Identity of Applicant - applicants must provide their company name, address, telephone number, fax number and e-mail address, as well as a contact name.
2. Eligibility for Service - an applicant must be approved as an Eligible Customer, pursuant to

Section 4.0 of the *NL Transmission Policies and Procedures* prior to the granting of any requested transmission service and commencement of such service. An applicant must check 'Yes' or 'No' to confirm Eligible Customer status.

3. Reciprocity Statement - as a condition of receiving transmission service from the NLSO, the applicant is obligated to provide reciprocal transmission service over facilities owned, controlled, or operated by the applicant or the applicant's affiliates in accordance with Section 18.0 of the *NL Transmission Policies and Procedures*. The applicant must identify whether or not it owns, controls, or operates transmission facilities by checking the applicable reciprocity statement.
4. Transmission Services to be Requested- an applicant must select the Transmission Service it is applying for.
5. Required Technical Information – applicants must provide the following technical information:
 - 5.1. The location of the Point (s) of Receipt (POR);
 - 5.2. The location of the Point(s) of Delivery (POD);
 - 5.3. The identity of the Delivering Party(ies), including company name and contact information;
 - 5.4. The identity of the Receiving Party(ies), including company name and contact information;
 - 5.5. The location of the generating facility(ies) supplying the Capacity and Energy¹;
 - 5.6. The location of the load ultimately served by the Capacity and delivered Energy¹;
 - 5.7. A description of the supply characteristics (i.e. generator type) of the Capacity and Energy to be delivered¹;
 - 5.8. An estimate of the Capacity (MW) and Energy (MWh) expected to be delivered to the Receiving Party(ies) ¹;
 - 5.9. The amount of transmission Capacity (MW) requested for each Point of Receipt and each Point of Delivery on the NL Transmission System (applicants may combine their requests for service in order to satisfy the minimum transmission Capacity requirement of scheduling on a MW basis);
 - 5.10. The requested date and time for commencement of service;

¹ The information referenced by this footnote must be filled out for all Applications for Firm Point-to-Point Transmission Service. When required to properly evaluate system conditions, the NLSO also may ask a Transmission Customer seeking Non-Firm Point-to-Point Transmission Service to provide the electrical location of the initial source of the Energy to be transmitted pursuant to the Transmission Customer's Application, the electrical location of the ultimate load, and any other information that would be required for a request for Firm point-to-Point Transmission Service. The determination of whether any such information is needed to evaluate an Application for Non-Firm Point-to-Point transmission Service (and, if so, what information) shall be at the sole discretion of the NLSO.

- 5.11. The requested term of the requested Transmission Service; and
- 5.12. Any additional information, if requested from the NLSO, for the purposes of incorporating the requested Transmission Service into the NL Transmission Planning Process.

Please attach a separate list showing the information above for any additional POR/POD combinations.

6. Statement of Applicant - an authorized officer of the applicant must sign and date the application. In doing so, the authorized officer is stating that the applicant will comply with the reciprocity requirements of Section 18.0 of the *NL Transmission Policies and Procedures*, and that the applicant will execute a Service Agreement (in the form of the applicable agreement posted on OASIS) upon receipt of notification that the NLSO can provide the requested Transmission Service.

6.0 Applications for Network Integration Transmission Service

To apply for Network Integration Transmission Service, an Eligible Customer must complete and return the Application for Network Integration Transmission Service. Applications should be submitted to the NLSO as far as possible in advance of the month in which the service is to commence and, at a minimum, at least ninety (90) calendar days prior to the requested commencement date. To be considered a Completed Application, the application must include the applicable security deposit as per Section 3.0 above, as well as provide the following information:

1. Identity of Applicant - applicants must provide their company name, address, telephone number, fax number and e-mail address of the entity requesting service, as well as a contact name.
2. Eligibility for Service - an applicant must be approved as an Eligible Customer, pursuant to Section 4.0 of the *NL Transmission Policies and Procedures* prior to the granting of any requested transmission service and commencement of such service. An applicant must check 'Yes' or 'No' to confirm Eligible Customer status.
3. Reciprocity Statement - as a condition of receiving transmission service from the NLSO, the applicant is obligated to provide reciprocal transmission service over facilities owned, controlled, or operated by the applicant or the applicant's affiliates in accordance with Section 18.0 of the *NL Transmission Policies and Procedures*. The applicant must identify

whether or not it owns, controls, or operates transmission facilities by checking the applicable reciprocity statement.

4. Transmission Services to be Requested- an applicant must state that it is seeking Network Integration Transmission Service by checking the space next to Network Integration Transmission Service.
5. Required Technical Information – applicants must provide the following technical information:
 - 5.1. The identity of the Delivering Party(ies), including company name and contact information;
 - 5.2. The identity of the Receiving Party(ies), including company name and contact information;
 - 5.3. A description of the Network Load at each Point of Delivery. This description should separately identify and provide the applicant’s best estimate of the total loads to be served at each transmission voltage level, and the loads to be served from each NL substation at the same transmission voltage level. The description should include a ten (10) year forecast of maximum summer and winter load and resource requirements beginning with the first year after the service is scheduled to commence;
 - 5.4. The amount and location of any interruptible loads included in the Network Load. This shall include the summer and winter Capacity requirements for each interruptible load (had such load not been interruptible), that portion of the load subject to interruption, the conditions under which an interruption can be implemented and any limitations on the amount, frequency, and durations of interruptions, and on the notice requirements for interruptions. An applicant should identify the amount of interruptible customer load (if any) included in the ten (10) year load forecast provided in response to subsection 5.3 above;
 - 5.5. A description of Network Resources (current and ten (10)-year projection);
 - 5.6. A description of each on-system Network Resource, including:
 - 5.6.1. Unit size and amount of Capacity (MW) from the unit to be designated as a Network Resource;
 - 5.6.2. VAR capability (both leading and lagging) of all generators;
 - 5.6.3. Operating restrictions, if any, including:
 - Any periods of restricted operations throughout the year and the basis of such restricted operations;
 - Maintenance schedules;
 - Minimum loading level of unit;
 - Normal operating range of unit;
 - Ramp rate limits; and
 - Any applicable must-run unit designations required for system Reliability or contract reasons.
 - 5.6.4. Approximate variable generating cost (\$/MWH) for each Network Resource; and

- 5.6.5. Arrangements and schedule governing sale and delivery of Energy to third parties from generating facilities located in the NL Control Area, where only a portion of unit output is designated as a Network Resource.
- 5.7. A description of each off-system Network Resource, including:
 - 5.7.1. Identification of the Network Resource as an off-system resource;
 - 5.7.2. Amount of Energy to which the applicant has rights;
 - 5.7.3. Identification of the Control Area from which the Energy will originate;
 - 5.7.4. Location of Network Load;
 - 5.7.5. Transmission arrangements on the external Control Area transmission system(s);
 - 5.7.6. Operating restrictions, if any, including:
 - Any periods of restricted operations throughout the year and the basis of such restricted operations;
 - Maintenance schedules;
 - Minimum loading level of unit;
 - Normal operating range of unit;
 - Ramp rate limits; and
 - Any applicable must-run unit designations required for system Reliability or contract reasons.
 - 5.7.7. Approximate variable generating cost (\$/MWH) for each Network Resource.
- 5.8. A description of the applicant's transmission system, if any, including:
 - 5.8.1. Load flow and stability data, such as maximum capability, real and reactive parts of the load, lines, transformers, voltage control devices and load type, including normal and emergency ratings of all transmission equipment in a load flow format compatible with that used by the NLSO;
 - 5.8.2. Operating restrictions needed for Reliability;
 - 5.8.3. Operating guides employed by system operators;
 - 5.8.4. Contractual restrictions or committed uses of the applicant's transmission system, other than the applicant's Network Loads and Network Resources;
 - 5.8.5. Location of Network Resources described in subsection 5.6 above;
 - 5.8.6. Ten (10) year projection of system expansions or upgrades;
 - 5.8.7. Transmission System maps that include any proposed expansions or upgrades; and
 - 5.8.8. Thermal ratings of the applicant's Control Area ties with other Control Areas (if any).
- 5.9. The requested date and time for commencement of service; and
- 5.10. The requested term of the requested Transmission Service, which shall be no less than a minimum term of one (1) year.
- 5.11. Any additional information, if requested from the NLSO, for the purposes of incorporating the requested Network Integration Transmission Service into the NL Transmission Planning Process.

Please attach a separate list showing the information above for any additional combinations of Network Load and Network Resources.

6. Statement of Applicant - an authorized officer of the applicant must sign and date the application. In doing so, the authorized officer is stating that the applicant will comply with the reciprocity requirements of Section 18.0 of the *NL Transmission Policies and Procedures*, that the applicant will execute a Transmission Service Agreement (in the form posted on OASIS) upon receipt of notification that the NLSO can provide the requested Transmission Service, and that all of the Network Resources listed in the application satisfy the following conditions: (1) the applicant owns the resource, has committed to purchase generation pursuant to an executed contract, or has committed to purchase generation where execution of a contract is contingent upon the availability of Transmission Service; and (2) the Network Resources do not include any resources, or any portion thereof, that are committed for sale to non-designated third party load or otherwise cannot be called upon to meet the customer's Network Load on a non-interruptible basis, except for purposes of fulfilling obligations under a reserve sharing program.

7.0 Transmission Service Agreements

Following approval of an Application for Transmission Service, and the completion of all applicable System Impact Studies and Facility Studies, the NLSO shall offer Eligible Customers one of the following Transmission Service Agreements in accordance with Section 8.0 of the *NL Transmission Policies and Procedures*, specific to the service requested, for execution:

- An umbrella Transmission Service Agreement for Short-Term Firm or Non-Firm Point-to-Point Transmission Service (less than one-year);
- A Transmission Service Agreement for Long-Term Firm Point-to-Point Transmission Service (one year or more); or
- A Network Integration Transmission Service Agreement.

8.0 OASIS

Prospective Transmission Customers should note that the NLSO requires that all transmission service reservations be made on the NLSO's Open Access Same-Time Information System (OASIS), a web-site hosted by Open Access Technology International, Inc. In order to access the NLSO's OASIS, Transmission Customers must obtain a registered OATI webCares™ certificate from OATI.