Conditions to Enter

1. Perform NERC EOP-008 BCC test

References

1. NERC Reliability Standard EOP-008 Loss of Control Center Functionality

Procedure Background

As required by NERC Reliability Standard EOP-008 - Loss of Control Center Functionality, ISO is responsible for conducting and documenting results of an annual test of its operating plan for Backup Control Center (BCC) functionality and operation (BCC Test) that demonstrates:

- The transition time between the simulated loss of primary control center functionality and the time to fully implement the backup functionality (that is less than or equal to two hours).
- The backup functionality for a minimum of two continuous hours.

ISO is responsible for scheduling its annual BCC Test such that there are no more than 15 months between BCC Tests.

While operating the New England Reliability Coordinator Area from the BCC, the system operators will demonstrate functional redundancy of the facility, using all normal tools, software, and communication capabilities including automatic ringdown (ARD) phone circuits.

Common Procedure Information

A. Any ISO-NE qualified Control Room Operator has the authority to take actions required to comply with NERC Reliability Standards. A qualified ISO-NE Control Room Operator has met the following requirements:
   1. Have and maintain a NERC certification at the RC level (per R.1 of PER-003-2)
   2. Applicable Requirements of PER-005-2
   3. Approved to cover a Control Room Operator shift position by the Manager, Control Room Operations
   4. Is proficient at the current qualified level.

B. Real time operation is defined as the current hour and the current hour plus one.

C. Future hours are those beyond real time operation.

D. All verbal communications with Local Control Centers (LCC), neighboring Reliability Coordinators/Balancing Authorities (RC/BA), Designated Entities (DE), Demand Designated Entities (DDE) and/or SCADA centers shall be made on recorded phone lines unless otherwise noted.

E. For all communications:
   1. Use the Basic Protocol for All Operational Communications as prescribed in M/LCC 13
   2. Use 'ISO New England' or 'New England'. Refrain from using 'ISO'.
   3. Use Asset ID's when communicating with DE/DDEs.
   4. Use three-part communication in all situations where its use will enhance communications.

F. Primary responsibilities are stated for each step within the procedure, but any ISO Control Room Operator qualified at that position or higher can perform the step. The Primary Responsibility may be delegated to an Operator in a lower qualified position, but the responsibility for its completion remains with the identified individual.

G. The use of "ensure" within this document means that a verification has been performed and if the item is not correct, corrective actions will be performed.

Step 1 Primary Responsibility: Lead Operations Shift Supervisor

Condition(s) to perform this step:
- **30 days or more prior to the test date.**

Create a CROW application identifying the date and time the NERC EOP-008 BCC Activation Test will be performed.

Step 2 Primary Responsibility: Manager, Control Room Operations

Determine if system conditions are acceptable to perform the test.

Step 3 Primary Responsibility: MCC Control Room Operator

Conduct a turnover of system conditions to BCC-assigned System Operators.

Step 4 Primary Responsibility: BCC-assigned Control Room Operators

Depart MCC and travel to the BCC.

Instructions
Take the following items:
- ❑ Two evacuation packs
- ❑ All pertinent logs
- ❑ Transmission and generation outages scheduled for current day
- ❑ GRT spreadsheet

Step 5 Primary Responsibility: MCC Operations Shift Supervisor

Log the start of the NERC BCC Test.

Instructions
Use log entry: > TESTS AND AUDITS > NERC BCC Activation Test

Notes
The start time used will be the time the crew departed the MCC.

Step 6 Primary Responsibility: BCC Loader Operator

Update the PCEC at the BCC.

Instructions
Enter the current interchange schedules and confirm proper operation.

Step 7 Primary Responsibility: BCC Operations Shift Supervisor

Condition(s) to perform this step:
- **All BCC systems are operational.**

Notify the MCC Operations Shift Supervisor that the BCC-assigned System Operators have assumed operation at the BCC.

Step 8 Primary Responsibility: MCC Operations Shift Supervisor

Condition(s) to perform this step:
- **Notification received from BCC-assigned System Operators that they have assumed operation of the New England Reliability Coordinator Area (RCA).**

Update the NERC BCC Test log entry with time the BCC-assigned System Operators started operating from the BCC.

Step 9 Primary Responsibility: BCC Senior System Operator

Notify each LCC and RC/BAs that the BCC Test has started.

Instructions
Notify the following:
- ❑ Each LCC
- ❑ NYISO
- ❑ NBP-SO
- ❑ HQTE
- ❑ IESO
- ❑ PJM

Step 10 Primary Responsibility: MCC Operations Shift Supervisor

Make an RCIS post that the NERC BCC Test has started.

Instructions
Select ONLY the following in the "Send to" field:
- ❑ Regions
- ❑ Reliability Coordinators

Step 11 Primary Responsibility: BCC Control Room Operator

Condition(s) to perform this step:
- BCC operations have been maintained for a minimum of two continuous hours.

Conduct a turnover with the MCC-assigned System Operators.

Step 12 Primary Responsibility: MCC Operations Shift Supervisor

Notify the BCC-assigned Operations Shift Supervisor that the MCC-assigned System Operators have resumed operation at the MCC.

Step 13 Primary Responsibility: MCC Senior System Operator

Notify each LCC and RC/BAs that the BCC Test is complete.

Instructions
Notify the following:
- ❑ Each LCC
- ❑ NYISO
- ❑ NBP-SO
- ❑ HQTE
- ❑ IESO
- ❑ PJM

Step 14 Primary Responsibility: MCC Operations Shift Supervisor

Make an RCIS posting that the NERC BCC Test is complete.

Instructions

Select <u>ONLY</u> the following in the "Send to" field:

❑ Regions
❑ Reliability Coordinators

Step 15 Primary Responsibility: MCC Operations Shift Supervisor

Update the NERC BCC Test log entry with the completion time.

Revision History

Rev. No.	Date (MM/DD/YY)	Reason	Contact
0	02/20/20	Initial version	Steven Gould
1	03/06/20	Title Change	Steven Gould
2	08/12/20	Removed steps to swap ARDs for ARD Bifurcation Project added RCIS Instruction	Steven Gould
3	02/26/21	Eliminated steps 6 and 14, made additional minor changed to reflect process following phone upgrade project.	Steven Gould
4	12/22/22	Updated Common Procedure Information; Modified Steps 4, 7, 10 & 14. Reclassification to ISO-PUBLIC, telephone numbers removed in Revision 3	Jonathan Gravelin
5	02/21/24	Added Step 1	Jonathan Gravelin