	CROP.50006 Alternate Access to Control Room Documents	
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Rev #8	Procedure Owner: Manager, Control Room Operations	Valid Through: 04/02/2026

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References

[None]


Procedure Background

On a daily basis IT copies ODMS documents (TOGs, OPs, MLCCs, SOPs, and CROPs) to all control room Non-EMS workstations (MCC, BCC and evacuation laptops) for use in the event of an evacuation from the MCC or if ODMS Search is **NOT** accessible for any reason. The documents can be found on the (C:) drive in the SKMD folder of each workstation.

In order to ensure proper connectivity when the laptops are unplugged from the network and then subsequently plugged back in, first power the laptop off, plug the power and Ethernet cables back into the laptop and then power the laptop back on. By doing this it ensures that the laptops are connected to the network and will receive the appropriate updates automatically.

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 communication.
- F. Primary responsibilities are stated for each step within the procedure, but any ISO System 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.

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Procedure

Condition(s) to perform this section:

- Evacuation of the MCC; Or
- ODMS Search is NOT accessible for any reason and an evacuation laptop will be used to access documents.

Section 1 : Access control room documents from an evacuation laptop

Step 1.1 Primary Responsibility: Any Control Room Operator

Condition(s) to perform this step:

- The evacuation laptop is NOT connected to the network.

Retrieve the user name and password information from the evacuation pack.

Step 1.2 Primary Responsibility: Any Control Room Operator

Log into the evacuation laptop.

Notes

- When connected to the network, all Control Room Operators can access the evacuation laptop by either using their active directory user name and password or the user name and password from the evacuation pack.
- When **NOT** connected to the network the user name and password from the evacuation pack is needed to log into the evacuation laptop.

Step 1.3 Primary Responsibility: Any Control Room Operator

Access the (C:) drive of the evacuation laptop that was logged into.

Step 1.4 Primary Responsibility: Any Control Room Operator

Access the SKMD folder.

Step 1.5 Primary Responsibility: Any Control Room Operator

Access the “ODMS” zip file to access documents.

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Condition(s) to perform this section:


- ODMS Search is NOT accessible for any reason and a control room workstation will be used to access documents.

Section 2 : Access control room documents from an MCC or BCC Control Room workstation

Step 2.1 Primary Responsibility: Any Control Room Operator
Access the (C:) drive of the MCC or BCC Control Room workstation.

Step 2.2 Primary Responsibility: Any Control Room Operator
Access the SKMD folder.

Step 2.3 Primary Responsibility: Any Control Room Operator
Access the “ODMS” zip file to access documents.

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Section 3 : ODMS Document Automatic Update Verification

Notes

- On a daily basis IT copies ODMS documents (TOGs, OPs, MLCCs, SOPs, and CROPs) to all control room Non-EMS workstations (MCC, BCC and evacuation laptops) for use in the event of an evacuation from the MCC or if Solr ODMS File Search is **NOT** accessible for any reason. The documents can be found on the (C:) drive in the SKMD folder of each workstation.
- Each day the DCSO runs an automated script to check the status of the update of the ODMS documents. Once the script is run, an automated email will be sent to the Shift Supervisor indicating the status of the document update for each work station.

Step 3.1 Primary Responsibility: Operations Shift Supervisor

Condition(s) to perform this section:

- DCSO Automated Email was received for the SKMD file update.

Open the attached script file to verify each work station has a “successfully copied files” message.

Step 3.2 Primary Responsibility: Any Control Room Operator

Condition(s) to perform this section:

- Automated Email was NOT received from the DCSO for the SKMD file update; Or
- An unsuccessful message was received for the file update.

Notify the IT On-Call Technician of the unsuccessful ODMS file update.



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Revision History

Rev. No.	Date (MM/DD/YY)	Reason	Contact
0	07/23/14	Initial revision of this Procedure	Steven Gould
1	10/20/14	Modified note for Step 1.2	Steven Gould
2	06/20/16	Biennial review	Steven Gould
3	06/14/17	Administrative change for modification to procedure format	Steven Gould
4	05/02/18	Biennial Review	Steven Gould
5	04/22/20	Biennial Review and minor editorial changes	Steven Gould
6	04/13/22	Biennial Review and minor editorial changes for changes in file location/name	Jonathan Gravelin
7	04/29/22	Added Section 3	Jonathan Gravelin
8	04/01/24	Biennial review, corrected name of ODMS search tool and time when DCSO script is ran.	Jonathan Gravelin