12-30-80 (CP)

DOE/R0-0051

MASTER

R-886

POWER SYSTEM EMERGENCY REPORTING PROCEDURES

**UNITED STATES DEPARTMENT OF ENERGY
ECONOMIC REGULATORY ADMINISTRATION
POWER SUPPLY & RELIABILITY DIVISION
WASHINGTON, D.C. 20461**

JANUARY 1981

DISTRIBUTION OF THIS DOCUMENT IS UNLIMITED

DISCLAIMER

This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency Thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.

DISCLAIMER

Portions of this document may be illegible in electronic image products. Images are produced from the best available original document.

DISCLAIMER

This book was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.

FOREWORD

This pamphlet supersedes the Department of Energy's "Power System Disturbance/Outage/Incident Reporting Procedures" dated August 1979. Changes within this revision incorporate new reporting requirements, procedures, addresses and telephone numbers.

BACKGROUND

The Secretary of Energy has the Federal responsibility for receiving reports of major electric utility system emergencies. He delegated that responsibility to the Administrator of the Economic Regulatory Administration (ERA) within the Department of Energy. Reporting requirements are contained in Title 10 Code of Federal Regulations, Sections 250.350- 250.355.

NOTE:

This mandatory report is authorized by the Federal Energy Administration Act of 1974 (P.L. 93-275) and the Federal Power Act. The timely submission of this form by a firm required to report is a requirement under DOE regulations. Late filing, failure to file, failure to keep records, or failure otherwise to comply with these instructions may result in criminal fines, civil penalties, and other sanctions as provided by law. The information collected on this form is not regarded as confidential and will not be treated as such.

REPORTS ON MAJOR ELECTRIC UTILITY SYSTEM EMERGENCIESREPORTING REQUIREMENTS

A report or a part of a report required by ERA may be made jointly by two or more entities. Every electric utility engaged in the generation, transmission or distribution of electric energy shall report promptly to the DOE/ERA Electric Power Monitoring Center (EPMC) any events as described in subparagraphs (a) through (g) below

(a) The issuance of any public or private request to any customer or the general public to reduce the use of electricity for reasons of maintaining the continuity of service of the reporting entity's bulk electric power supply system. Requests to a customer(s) served under provisions of an interruptible contract are not a reportable action unless the request is made for reasons of maintaining the continuity of service of the reporting entity's bulk electric power supply system. (ERA shall be notified as soon as practicable, but no later than 24 hours after the issuance of such a request.)

(b) Any intentional reduction of system voltage by 3 percent or greater for reasons of maintaining the continuity of service of the reporting entity's bulk electric power supply system. (ERA shall be notified as soon as practicable, but no later than 24 hours after the initiation of the action.)

(c) Any load shedding action that results in the reduction of over 100 megawatts (MW) of firm customer load for reasons of maintaining the continuity of service of the reporting entity's bulk electric power supply system. The routine use of load control equipment that reduces firm customer load is not considered to be a reportable action. (ERA shall be notified within three hours after such action is taken if practicable, or as soon thereafter as practicable).

(d) Any electric power supply equipment or facility failure or other event that, in the judgment of the reporting entity, constitutes a hazard to the current or prospective adequacy and/or reliability of the reporting entity's bulk electric power supply system. (ERA shall be notified as soon as practicable, however reports are expected within one business day after such determination.)

Examples of situations which may be reportable under this provision could be ones which:

(1) Cause the operating area to be dependent upon neighboring utilities for large quantities of unscheduled electricity deliveries to supply the operating area's loads for longer than three consecutive hours;

(2) Cause a significant increase in the use of a fuel for generating equipment, such that replacement of this fuel may be a problem;

(3) Are caused by a suspected act of physical sabotage;

(4) A power system frequency decline to 59.7 hz or lower that results in the loss of any firm customer load.

(e) Any loss in service for greater than 15 minutes by an electric utility of firm loads totaling over 100 MW, or more than 50 percent of the total load being supplied immediately prior to the incident, whichever is less. However, utilities with a peak load in the prior year of over 3000 MW are only to report those losses of service to firm loads totaling over 200 MW for greater than 15 minutes. (ERA shall be notified as soon as practicable without unduly interfering with service restoration and, in any event, within three hours after the beginning of the interruption.)

(f) Any significant incident on an electric utility system which results in a continuous outage of three hours or longer to over 50,000 customers (meters, delivery points) or more than one half of the reporting entity's total customers, whichever is less. (ERA shall be notified within 24 hours of the occurrence if practicable, or as soon thereafter as practicable.)

(g) The ordered shutdown or operating limitation by any Federal, State or local government agency of any generating unit with a nameplate rating greater than 400 MW which results in a reduction exceeding 25 percent of the nameplate rating. Long-term limitations based on ambient environmental conditions should be reported initially and thereafter only when a change occurs. (ERA shall be notified as soon as practicable after the issuance of such an order, but not later than the next working day.)

FUEL EMERGENCIES

Utilities shall notify the EPMC by telephone whenever a utility or other subject entity determines that a fuel supply emergency exists or is projected to occur. A fuel supply emergency exists when supplies of fuels or hydroelectric storage for generation are at a level or projected to be at a level which would threaten the reliability or adequacy of electric service. The following factors should be taken into account to determine that a fuel emergency exists: (1) Fuel stock or hydro storage levels are 50 percent or less of normal for that particular time of the year and; (2) a continued downward trend in fuel stocks or hydro storage levels is projected. (ERA shall be notified as soon as practicable, but no later than three days after the determination is made.)

REPORTING PROCEDURES

TELEPHONE REPORTS

All telephone reports should be made to ERA's Electric Power Monitoring Center in Washington, D.C. using the following number:

(202) 653-3832

This number is answered by an automatic phone answering and recording device at all times.

NORMAL WORKING HOURS

During regular office hours (8:00 am to 5:00 pm, Eastern Time), a responsible staff member will either come on line after the prerecorded message or call you back shortly. If you would prefer to talk directly to the staff and no one comes on line after the prerecorded message, you may contact either Jim Brown or Lou Wofsy at (202) 653-3825. The type of information to be provided is that asked for on the Power System Emergency Report (APPENDIX A).

OUTSIDE OF NORMAL WORKING HOURS

Outside of normal working hours, leave the information listed below on the recording device and a responsible staff member will call the next working day, if necessary, to obtain any additional details. The information that should be recorded is:

1. Date and time of report.
2. Type of report (Interruption, Voltage Reduction/Public Appeal, Other Hazard).
3. Name of utility.
4. Name and title of person to be contacted for further information about this incident.
5. Phone number where the above person can be reached both during and outside of normal working hours.
6. Area(s) affected by the incident
7. Estimated duration of the incident.
8. Brief description of the incident.

In the case where the phone answering device is not functioning, you are unable to reach the above number, or the incident being reported is of a severity to warrant immediate attention by DOE, the above information should be reported to the DOE Emergency Operations Center (301) 353-5555. The information should be identified as a Power System Emergency Report intended for the Electric Power Emergency Watch Officer, System Reliability and Emergency Response Branch, Division of Power Supply and Reliability, Economic Regulatory Administration.

WRITTEN REPORTS

Written reports should be filed using the Power System Emergency Report form attached as APPENDIX A. If you have telecopier facilities, this form may be sent by telecopier to the Electric Power Monitoring Center at (202) 653-4063. Otherwise, these reports should be mailed to:

Electric Power Monitoring Center
Economic Regulatory Administration
United States Department of Energy
Room 4110H
2000 M St., N.W.
Washington, D.C. 20461

IDENTIFICATION OF EMERGENCY CONTACT

The EPMC maintains a list of phone numbers for contacting utilities 24 hours a day, seven days a week. This number is used only during emergency situations where we require immediate information on the operating status of the power system. You should ensure that the EPMC has a currently valid contact number for such situations. These numbers are treated as proprietary information. Changes should be provided to:

James M. Brown, Jr.
Chief, System Reliability and Emergency
Response Branch
Economic Regulatory Administration
Room 4110 E
2000 "M" Street, N.W.
Washington, D.C. 20461
(202) 653-3825

FEDERAL GOVERNMENT EMERGENCY ASSISTANCE

The Federal government has resources available (e.g., aircraft, trucks, portable electric generators, etc.) that may be of assistance in service restoration efforts following a major interruption. Any request for such assistance must be coordinated with the DOE. The EPMC is your point of contact with DOE for such a request. During normal working hours contact Jim Brown or Lou Wofsy at (202) 653-3825. Outside of normal working hours contact the DOE Emergency Operations Center at (301) 353-5555 and ask them to put you in touch with the Electric Power Emergency Watch Officer.

APPENDIX A

UNITED STATES DEPARTMENT OF ENERGY

ECONOMIC REGULATORY ADMINISTRATION

POWER SYSTEM EMERGENCY REPORT FORM

U.S. DOE/ERA
POWER SYSTEM EMERGENCY REPORT

Date of Report _____

Type of Report: INTERRUPTION ☐/; VOLTAGE REDUCTION/APEAL ☐/; OTHER ☐/

Utility: _____ Division: _____

Reported by: _____
(Name and Title)

Location: _____ Phone: _____

System and/or Area Affected: _____

Date & Time of Initial Disturbance/Outage/Incident: _____

For an Interruption Report the Following:

Date & Time of Service Restoration: Initial _____ Final _____

Number of Customers Involved: _____ Amount of Load Involved: _____

Description of Event (Include as appropriate: cause of the incident, equipment
damaged, critical services interrupted, and any effects on neighboring systems):

This mandatory report is authorized by the Federal Energy Administration Act of 1974 (P.L. 93-275) and the Federal Power Act. The timely submission of this form by a firm required to report is a requirement under DOE regulations. Late filing, failure to file, failure to keep records, or failure otherwise to comply with these instructions may result in criminal fines, civil penalties, and other sanctions as provided by law. The information collected on this form is not regarded as confidential and will not be treated as such.

**United States
Department of Energy
Washington, D.C. 20585**

THIRD-CLASS MAIL
POSTAGE & FEES PAID
U.S. DEPT. OF ENERGY
PERMIT NO. G 20

THIRD CLASS MAIL

Official Business
Penalty for Private Use, \$300