Misoperation Update/webCDMS Enhancements

March 22, 2013
Outline

• Process Change Overview
• Applicability
• Important Dates
• Most Frequently Asked Questions
• Support and Resources
• webCDMS Demonstration
Process Change

• Beginning with Q1 2013 data, Entities are required to submit Misoperation Data via webCDMS RAPA menu

• SPP RE will open submittals for all 2012 quarters and import all misoperations without a Completed CAP (Corrective Action Plan)

• All Misoperation updates for prior periods should be submitted in webCDMS for their respective periods

EXAMPLE: If you need to update a misoperation with an open CAP for 3Q 2012, update it in the 3Q 2012 submittal period under the RAPA menu
Benefits of New Process

- Promotes consistency among regions
- Auto-generated reminder emails for upcoming deadlines
- System ensures entries are complete before submittal
  - Staff will continue to verify
- SPP RE can use system to request updates for misoperations with incomplete/open CAPs
Applicability- DP, TO, GO

- Entities Registered as a Distribution Provider (DP), Generator Owner (GO), or Transmission Owner (TO) must submit via webCDMS each quarter:
  - If entity does not own a transmission protection system or special protection system, must submit Attestation Form
  - If no misoperations occurred during quarter, must submit Attestation Form
  - If you have misoperations(s), submit Attestation Form and a misoperation entry for each misoperation
# Q1 2013 Important Dates

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2013</td>
<td>SPP RE will open Q1 Misoperation reporting period and send notification email to compliance (RAPA) contacts</td>
</tr>
<tr>
<td>May 24, 2013</td>
<td>SPP RE will send 1st reminder email to entities with incomplete submittal status</td>
</tr>
<tr>
<td>May 30, 2013</td>
<td>SPP RE will send 2nd (final) reminder email to entities with incomplete submittal status</td>
</tr>
<tr>
<td>May 31, 2013</td>
<td>SPP RE will make courtesy phone calls to entities with incomplete submittal status</td>
</tr>
<tr>
<td>May 31, 2013</td>
<td>Deadline: Last day for entities to submit Q1 2013 misoperation data</td>
</tr>
<tr>
<td>June 3, 2013</td>
<td>SPP RE may initiate the non-submittal process for entities with incomplete submittal status</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

FAQ document posted on SPP.org
What is RAPA?

- The NERC “Reliability Assessment Performance Analysis” (RAPA) working group:
  - Conducts periodic, independent assessments of the North American BPS reliability and adequacy
  - Identifies and tracks key reliability measurements
  - Analyzes risk trends
  - Works with industry on strategic and tactical approaches to address existing and emerging risks to BPS reliability
## Misoperation Reporting Schedule

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Quarter Start Date</th>
<th>Quarter End Date</th>
<th>Reporting Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q2 2013</td>
<td>April 1, 2013</td>
<td>June 30, 2013</td>
<td>August 30, 2013</td>
</tr>
<tr>
<td>Q4 2013</td>
<td>October 1, 2013</td>
<td>December 31, 2013</td>
<td>February 28, 2014</td>
</tr>
</tbody>
</table>
webCDMS Misoperation Submittals

• Any user with a digital certificate and the proper permissions (Registered RAPA Admin) may submit Misoperation data via webCDMS
Two types of RAPA Security Roles

- All users must have a digital certificate installed to access webCDMS Misoperation data
- Registered RAPA Admin:
  - Has access to save and submit data
- Registered RAPA Read Only:
  - Has access to view data only
How to Gain Access to Misops Data

• Must be Registered Entity Admin and RAPA Admin User to grant RAPA Security Roles for your organization

• SPP RE staff may also grant RAPA Security Roles
  – Admin User must email request to spprecompliance@spp.org

• Ensure users have digital certificate installed before requesting Security Roles
Adding Security Roles

**OATI webCDMS DEMO**

- **Audit**
- **RAPA**
- **Alarming**
- **Dashboard**
- **User Configuration**
- **Entity Management**
- **User Management**
- **Users**
- **Users Online**

**User Information**

<table>
<thead>
<tr>
<th>Entity</th>
<th>User Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>E-Mail</th>
<th>Phone</th>
<th>Password Expire Date</th>
<th>Security Role</th>
<th>Credential Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>QAT (QA Test Energy)</td>
<td>QAT_Doucette_Andrea</td>
<td>Doucette</td>
<td>Andrea</td>
<td><a href="mailto:adoucette.re@ssp.org">adoucette.re@ssp.org</a></td>
<td></td>
<td>05/08/2013</td>
<td>Registered Entity Admin User Registered RAPA Admin</td>
<td>Username/PW</td>
<td>Active</td>
<td>Set</td>
</tr>
<tr>
<td>QAT (QA Test Energy)</td>
<td>QAT2_Doucette_Andrea</td>
<td>Doucette</td>
<td>Andrea</td>
<td><a href="mailto:adoucette.re@ssp.org">adoucette.re@ssp.org</a></td>
<td></td>
<td>07/17/2013</td>
<td>Registered Entity User</td>
<td>Username/PW</td>
<td>Active</td>
<td>Set</td>
</tr>
<tr>
<td>QAT (QA Test Energy)</td>
<td>QAT_TT</td>
<td>Testfalter</td>
<td>Thomas</td>
<td><a href="mailto:tfalter.re@ssp.org">tfalter.re@ssp.org</a></td>
<td></td>
<td>08/10/2013</td>
<td>Registered RAPA Admin</td>
<td>Username/PW</td>
<td>Active</td>
<td>Set</td>
</tr>
<tr>
<td>QAT (QA Test Energy)</td>
<td>Test_A_D</td>
<td>D</td>
<td>A</td>
<td><a href="mailto:adoucette.re@ssp.org">adoucette.re@ssp.org</a></td>
<td></td>
<td>08/11/2013</td>
<td>Registered Entity Admin User Registered RAPA Admin</td>
<td>Username/PW</td>
<td>Active</td>
<td>Set</td>
</tr>
</tbody>
</table>
Adding Security Roles, cont.

Entity Name: QAT
* User Name: QAT2_Doucette_Andrea
* First Name: Andrea
* Last Name: Doucette
MI: 
* Email: adoucette.re@spp.org
Phone: (____) _____ - _____
User Comment: 
Credential Type: UserName/PW
Status: Active

* Security Roles: Available
- Registered Entity Admin User
- Registered Entity ReadOnly
- Registered RAPA Admin
- Registered RAPA ReadOnly

* Security Roles: Selected
- Registered Entity User

* Reason For Change: Please select one...

Save  Reset Password  Close  Audit Trail
Transition – 2012 Data

• If you submitted a Misoperation Report for a 2012 quarter and have not reported CAP completion to SPP RE:
  – If SPP RE requests resubmittal, the Misoperation will appear in any reporting period at the top of the screen
    ▪ “Resubmittal pending” with yellow background
  – If you need to update a Misoperation, navigate to previous reporting periods to provide updates
    ▪ Applies when you have submitted or resubmitted
Overview of Process Steps
webCDMS Misoperation Reporting Steps

1. Access RAPA Tab
2. Complete Attestation Form
3. If Misoperation(s) occurred, complete Misoperation Form(s)
4. Update Checklist

*If No Misoperation occurred, skip Step 3*
Accessing Misoperations Checklist

![Image of OATI webCDMS interface with Misoperations Checklist open.](image.png)
## Misoperation Attestation

**Southwest Power Pool RE**
**Misoperation Data Submittal**
**Reporting Period:** 2013Q2
**Submission Period:** July 1, 2013 through August 31, 2013

**Entity Name:** QA Test Energy  
**NERC ID:** NCR11271
**Responding Entity is a:**
- ☐ Entity has experienced a Misoperation during this quarter. (Entities experiencing a Misoperation are required to upload a Misoperation Spreadsheet. The Misoperation Spreadsheet is available in the document download section in webCDMS.)
- ☐ Entity has NOT experienced a Misoperation during this quarter.
- ☐ Entity does not own a Protection System (PRC-004)
- ☐ Entity does not own a Special Protection System (PRC-016)

**Please provide total system events for the reporting period by month, also by voltage level for transmission events.**

<table>
<thead>
<tr>
<th>Month</th>
<th>Generator Event</th>
<th>115kV</th>
<th>138kV</th>
<th>161kV</th>
<th>230kV</th>
<th>345kV</th>
<th>500kV</th>
<th>Generator 'K' Factor</th>
<th>138kV 'K' Factor</th>
<th>345kV 'K' Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As a member of senior management (Vice President, Director, or other senior management), I am the responsible person for the oversight of the entity's implementation of and compliance with NERC-approved reliability standard requirements. I certify that the answers above are true to the best of my knowledge for the Reporting Period and Submission Period noted above.
Check list after Attestation update
Updating Check List (No Misoperation)
# Checklist for Entity with no Misoperations

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form</th>
<th>Status</th>
<th>Reason</th>
<th>Completed</th>
<th>Region Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attestation</td>
<td>1.0</td>
<td>Data Entered</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Misoperations</td>
<td>2.0</td>
<td>Exempt</td>
<td>Enter reason exempt from Misoperation entry.</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

03/14/2013 13:57:32 CPT

Page 1 of 1

Records 1–2 of 2
Check list after Attestation update for Entity with Misoperation

Misoperations Checklist - 2013Q2

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form</th>
<th>Status</th>
<th>Reason</th>
<th>Completed</th>
<th>Region Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attestation</td>
<td>1.0</td>
<td>Data Entered</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Misoperations</td>
<td>2.0</td>
<td>Awaiting Data</td>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

03/12/2013 12:10:59 CPT  Page 1 of 1  Records 1–2 of 2
Accessing Misoperations Section

[Image of a user interface showing the Misoperations section in a software application. The interface includes options for Region, Entity, Reporting Period, Status, Applicable Standards, and Filtering Options.]

- Region: Southwest Power Pool RE (SPP)
- Entity: QA Test Energy (QAT | NCR11271)
- Reporting Period: 2013Q2 (07/01/2013 - 08/31/2013)
- Applicable Standards: 2013Q2 (07/01/2013 - 08/31/2013)

[Buttons for Apply and Reset]
Inserting Misoperation
## Misoperation Summary after entry

### Table: Misoperations

| Regional Entity | Entity Name | NERC ID   | Action | Misoperation Name       | Reporting Period | Status  | Applicable Standards | Misoperation Date | Misoperation Time | Time Zone | Facility Name | Equipment Name | Equipment Type | Facility Voltage |
|-----------------|-------------|-----------|--------|-------------------------|------------------|---------|----------------------|------------------|------------------|-----------|---------------|----------------|---------------|-----------------|-----------------|
| SPP             | QA Test Energy | NCR11271 |        | NCR11271-SPP-2013Q2-000001 | 2013Q2          | Submitted |                      | 07/01/2013       | 11:59:00         | CPT       | 23            | 325            | Breaker        | 115 kV          |
Checklist after Misoperation entry
Updating Checklist (Misoperation)
<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form</th>
<th>Status</th>
<th>Reason</th>
<th>Completed</th>
<th>Region Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attestation</td>
<td>1.0</td>
<td>Data Entered</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Misoperations</td>
<td>2.0</td>
<td>Data Entered</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

03/14/2013 13:50:06 CPT

Records 1–2 of 2
Training Scenarios 1 and 2

1. Entity **does not own** Protection System or Special Protection System
   – Entity must complete Attestation Form and Checklist

2. Entity **does own** equipment and has not experienced a misoperation during the quarter
   – Entity must complete Attestation Form and Checklist
Training Scenarios 3 and 4

3. Entity experienced a misoperation during the quarter
   – Entity must complete Attestation Form, Misoperation Form(s), and Checklist

4. Entity experienced a misoperation in a previous quarter and has not fully implemented its CAP
   – Entity must update the Misoperation Form(s)
Keep in mind...

- Save your work as you update the Misoperation form
- Be sure and select “submit”!
  - If you do not hit submit, SPP RE can not see the misoperation
- Before the end of the submittal period you need to submit all misoperations entered
- Updates to misoperations that occurred in a previous quarter must be updated until the CAP is complete
- Submit the Attestation Form even if you haven’t had a Misoperation
- Update the checklist
Questions?

webCDMS Misoperations module FAQ

Thomas Teafatiller  Andrea Doucette
Senior Compliance Engineer  Compliance Program Coordinator
501-688-2514  501-688-8207
tteafatiller.re@spp.org  adoucette.re@spp.org
Upcoming SPP RE Events

April 18, 10:00  How to Use EFT Server & Evidence Protection,

April 29  RE Trustee Meeting, Kansas City

May 9, 10:00  Stakeholder Input on Long-Term Reliability Assessment webinar

May 21-22  CIP Workshop, Dallas AGENDA

Oct. 8-9  Fall Workshop, Little Rock