

The Revision Request Process: Frequently Asked Questions

What is a Revision Request?

A Revision Request (RR) is a request to make any change (addition, deletion, revision, etc.) to Business Practices, Criteria, Market Protocols, or Tariff (including attachments and exhibits).

The only exception to this process is Appendix F of the Market Protocols, which contains Settlement examples and will be updated by SPP as necessary.

Who can submit a Revision Request?

Revision Requests may be submitted by any Market Participant, Transmission Customer, SPP Member, SPP Committee, Task Force or Working Group, staff member of a governmental authority with jurisdiction over SPP or one of its Members, the SPP Market Monitor, or SPP staff.

How are Revision Requests submitted?

Any entity that wishes to submit a Revision Request must complete an [RR form](#) and submit it via the [SPP Request Management System \(RMS\)](#). For initial review, RRs must be submitted to the RMS at least eighteen (18) business days prior to the next scheduled meeting date for the appropriate Working Group.

SPP Staff will review the RR submission for completeness. A complete RR must include:

- The submitter's identity and contact information
- Identification of all documents/sections to be affected by the revision
- The objective of the suggested change
- An indication of whether or not an Impact Analysis will be required
- The suggested revision

What happens after a Revision Request is submitted?

Upon receipt, the SPP RMS routes RRs to the appropriate department/staff depending on the document which is being revised. SPP Staff will assign each request an RR number and review for completeness.

If the RR is incomplete, SPP Staff will notify the submitter within three (3) business days, inform them why the request is considered incomplete, and if possible advise them how to complete it. Submitters



must correct and resubmit the request form before SPP will take any further action to consider the proposed revision.

Upon receipt of a completed RR, SPP Staff will within three (3) business days post to SPP.org and distribute it to the appropriate primary and secondary working group staff secretaries for awareness and coordination.

Once posted to SPP.org, the request will remain active until the request is implemented, rejected, or withdrawn.

Who can comment on a Revision Request, and how?

Anyone can comment on an RR by submitting a [Revision Request Comment Form](#) via the SPP [RMS](#). Comments are due five (5) business days prior to the scheduled meeting date for the appropriate Primary Working Group.

SPP Staff will evaluate the RR Comment Form for completeness and notify the submitter within three (3) business days if the form is incomplete and the reason for such status.

Upon receipt of a completed RR Comment Form, SPP Staff will within three (3) business days post to SPP.org and distribute to the appropriate working groups. All comments will be attributed to the commenting entity.

What is an Impact Analysis?

A Revision Request Impact Analyst (IA) assesses the impact of a proposed RR on SPP's computer systems, operations, and business functions. Upon receipt of a Revision Request, SPP evaluates it and determines whether an IA is needed. The Impact Analysis will not be executed until the Primary Working Group has approved the RR.

An Impact Analysis contains:

- A rough order of magnitude (+- 50%) cost and budgetary estimate of implementation and ongoing operations;
- An estimate of the time required for implementation of the RR;
- A priority ranking for system changes;
- Alternatives to the proposed language that are potentially more efficient;
- Descriptions of interim solutions and workarounds and their costs;
- Primary Working Group rankings for RRs requiring a system, process and/or staffing change; and

- Names/descriptions of SPP's and Member's systems that may be impacted by the RR.

System Impacts for both SPP and members will be itemized on the IA form, however only “member-impacting” impacts are listed in the impact analysis. Member Impacting means a member will have to change a system, application or process as a result of the Revision Request. Member-Facing changes that result from the Revision Request will be managed through the Member System Change Notification Process.

What is the process to assign the Priority Ranking for system changes?

In performing the Impact Analysis, Primary Working Group will assign a priority ranking based on the defined system [Defect and Enhancement Severity Levels](#). The priority ranking will be reviewed by SPP. The ranking determined by the Primary Working Group is an input to the Recommendation Report to assist the MOPC, and when needed, the BOD and Member Committee in their decision making processes. The priority and ranking may change after approval as the Revision Request is routed through SPP internal project and change management processes.

What do the Priority Rankings for system changes mean?

The priority ranking levels are defined in the [Defect and Enhancement Severity Levels](#). This document is posted to the SPP Revision Request page for reference.

What happens after an Impact Analysis is conducted?

The primary working group can review or take action on an RR before an IA is completed, but may not submit it for review to secondary working groups or to the MOPC until the IA is completed (except in the cases of Expedited or Urgent Action Revision Requests).

If the Primary Working Group approves an RR contingent on the review of an Impact Analysis, SPP will prepare an IA within thirty (30) days based on the information provided in the RR Recommendation Report. In the case of particularly complex RRs or when several RRs are being considered at once, IAs may take longer than thirty (30) days. In such cases, SPP will submit to the Primary Working Group Chair a schedule of completion.

What actions may a Primary Working Group take in response to an RR?

The Primary Working Group reviews RRs and recommends action to the MOPC. Prior to doing so, the group may also submit RRs to secondary and other working groups. Additionally, the Primary Working Group may:

- Recommend approval of the RR as submitted or modified, sometimes subject to review of an IA.
- Assign a priority ranking where system changes are required as a result of the change.

- Reject the RR, which happens when a majority of the group members fail to approve or reject it as submitted or modified.
- Defer action.
- Withdraw. Approved RRs may not be withdrawn except by MOPC or BOD. The Primary Working Group may recommend to withdraw a previously approved RR at any time to the MOPC.
- Refer the RR to a workgroup or task force – either to one or more existing groups or to a task force created by the Primary Working Group. (In such cases, the Primary Working Group retains the ultimately responsibility for processing the RR.)

Within three (3) business days of taking action – whether it’s to approve, approve with modifications, or reject the RR – the Primary Working Group posts an RR Recommendation Report to SPP.org.

What is a Revision Request Recommendation Report?

RR Recommendation Reports are posted to SPP.org within three (3) business days of the Primary Working Group’s action to approve, approve with modification, or reject an RR – contain the:

- Submitter’s organization, contact name, email address, and phone number;
- Modified Business Practices, Criteria, Market Protocols, and Tariff language proposed by the Primary Working Group;
- Estimated system cost and duration (if applicable);
- Comments submitted;
- Voting record for all groups which considered the RR;
- Primary Working Group’s rank for RRs requiring a system change; and
- Primary Working Group’s recommended action.

Complete Recommendation Reports are provided to the MOPC, and when necessary the BOD and Members Committee for final approval. The Recommendation Report provides the history of the Revision Request and summarizes the members recommended course of action for the Revision Request.

What actions may a Secondary Working Group take?

Secondary Working Group(s) review and provide comments on proposed changes included in a Recommendation Report and, if the group identifies what it believes are conflicts with their document that have not been previously identified by the Primary or another Working Group, submits to the Primary Working Group comments to the RR. The Secondary Working Group may:

- Approve as submitted or modified.
- Reject.

What is required for the MOPC to review an RR?

The Markets and Operations Policy Committee considers Revision Requests that meet the following criteria:

- The Primary Working Group must submit the RR to the MOPC for consideration.
- The Primary Working Group must post to SPP.org at least six (6) days before the MOPC meets, except in cases where RRs are submitted for urgent treatment – a final RR Recommendation Report.
- The RR Recommendation Report and, if it was required, Impact Analysis must be provided for the MOPC's review.
- Comments received before the deadline in response to the RR Recommendation Report must be provided for the MOPC's review.

What actions may the MOPC take in response to an RR recommendation?

On receipt of a recommendation regarding an RR by the Primary Working Group, the MOPC may:

- Approve the RR as recommended in the RR Recommendation Report or as modified by the MOPC;
- Reject the RR, which happens when a majority of the group members fail to approve or reject it as submitted or modified;
- Table/Postpone;
- Withdraw; or
- Remand the RR to the Primary Working Group with instructions.

The MOPC's decision regarding approval or rejection will be posted to SPP.org within three (3) days. Changes approved by the MOPC are incorporated into the appropriate document(s) and posted to SPP.org as soon as is practical and no later than one (1) day before the effective date of the changes.

If the MOPC rejects a change, the submitter may file an appeal with the SPP Board of Directors.

What actions may the SPP Board of Directors take regarding an RR?

Rrs approved by the MOPC and requiring revisions to the SPP Criteria or Tariff must be submitted to the SPP Board of Directors (BOD) for review and action. The BOD will review RRs at their next regularly scheduled meeting and either:

- Approve the RR as recommended in the RR Recommendation Report or as modified by the BOD;
- Reject the RR, which happens when the BOD fails to either reject or approve the RR as submitted or modified;
- Table/Postpone;
- Withdraw; or

- Remand the RR back to the MOPC with instructions.

May Revision Requests be withdrawn once submitted?

Yes, Revision Requests may be withdrawn by the submitter through notification to the Primary Working Group *as long as the Primary Working Group has not yet approved the RR*. In such cases, SPP will create a Recommendation Report recording the submitter's withdrawal and post it to SPP.org within three (3) business days of the withdrawal notification.

If a submitter wishes to withdraw an RR that has already been approved by the Primary Working Group, the Primary Working Group must approve the withdrawal.

What are Expedited Review and Urgent Action requests?

A submitter may request action from the Primary Working Group before an RR has met the minimum comment period. This is called an expedited review, and requires a valid motion in a regularly scheduled meeting of the Primary Working Group. If approved for expedited review, the RR is subsequently treated as one that passed the minimum comment period.

In cases where existing Business Practices, Criteria, Market Protocols, or Tariff language may impair SPP system reliability or wholesale/retail market operations or may cause a discrepancy between any of SPP's governing documents, an RR's submitter may request that it be considered for urgent action. In such cases, the Primary Working Group will consider the Urgent Action RR at its next regularly scheduled meeting or a special meeting called by the group's Chair.

A valid motion and vote of the Primary Working Group are required to designate an RR for urgent action. Once approved, urgent action RRs are given priority high enough to ensure implementation in time to mitigate concerns regarding system reliability, market operations, etc. For all approved urgent action RRs, SPP submits an Urgent Action RR Recommendation Report to the chair and staff secretary of the MOPC and appropriate Secondary Working Groups within two (2) business days to address the RRs urgency, at which time the MOPC and secondary chairs may request action from the working groups.

Urgent action and expedited review requests may sometimes occur concurrently.

How may submitters appeal decisions on rejected RRs?

For RRs rejected by the Primary Working Group, any entity eligible to submit an RR may appeal directly to the MOPC within ten (10) business days of the relevant decision. Appeals to the MOPC are posted to SPP.org within three (3) business days and placed on the agenda of the next regularly scheduled MOPC meeting, provided the appeal is received in time to meet the MOPC meeting material deadline of seven (7) days prior to the meeting.



For RRs rejected by the MOPC, any entity eligible to submit an RR may appeal directly to the SPP Board of Directors within ten business days of the relevant decision. Appeals to the BOD are posted to sSPP.org within three (3) business days and placed on the agenda of the next regularly scheduled Board meeting.

What impact may FERC have on the implementation of RRs?

If FERC rejects Tariff modifications associated with an RR, the RR is deemed rejected by the FERC action. If FERC accepts with changes the Tariff modifications associated with an RR, SPP will prepare an RR to confirm the appropriate documents to the FERC Order.

What is the SPP Request Management System?

The SPP Request Management System (RMS) is a Web based application designed to capture any requests, questions, suggestions or problems you might have.

How do I obtain access to the SPP Request Management System?

To obtain access to the SPP Request Management System (RMS) go to <https://spprms.issuetrak.org> and click the "Register Now" link

How do I submit a Revision Request to RMS?

Log in and select, "Submit a Request". Select the appropriate quick pick and enter the required data. Finally, you will attach the form and provide any details or comment in the space provided within the ticket.

Where can I find general training for the RMS system?

Once an account is created in RMS you can access a job aid located at the bottom of the menu items on the left side of the screen.