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**DRAFT FOR REVIEW & COMMENT**

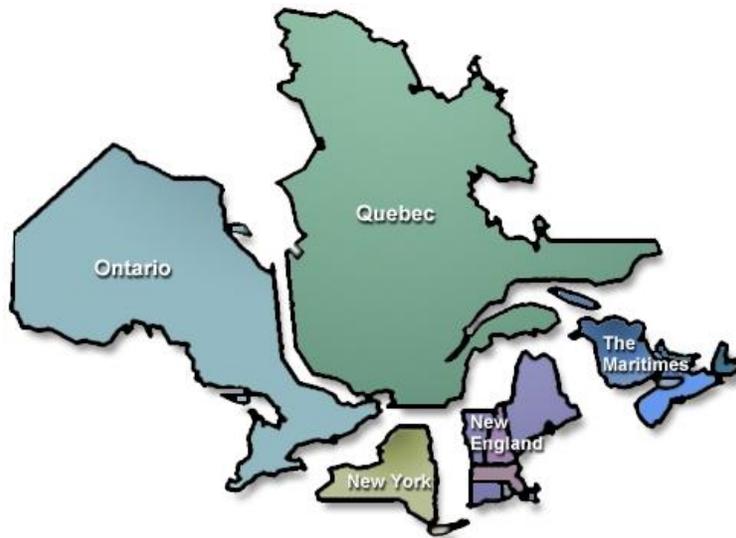
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Note to reviewers:

Links to NERC website and process flow charts will be finalized for the final review.

**Northeast Power Coordinating Council, Inc.**

**Regional Standards Process Manual (RSPM)**



Adopted by FERC: XXXX XX, 20XX

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**Revision History**

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**NPCC REGIONAL RELIABILITY STANDARDS PROCESS MANUAL**

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## I. EXECUTIVE SUMMARY

The NPCC Bylaws state “NPCC shall develop a Regional Reliability Standards Development Procedure that provides the design-basis approach to a consensus building process by which NPCC may develop Regional Reliability Standards and Regional Variances to be proposed to the ERO for adoption, under delegated authority by the FERC and the Canadian Provincial regulatory and/or governmental authorities.”

The NPCC Regional Reliability Standards Development Procedure was originally adopted by the NPCC Board of Directors on September 19, 2007. The NPCC Reliability Standards Staff in concert with the NPCC Regional Standards Committee (RSC) has completed a revision to the NPCC Regional Reliability Standards Process Manual to incorporate process improvements, provide greater clarity and reflect the new NPCC Cost Effectiveness Analysis Procedure (CEAP).

Key changes addressed in this revision include:

- Expanding the interpretation Section narrative into process steps and including an associated flowchart
- Creating separate sections for: 1) Withdrawal Of A Regional Standard Pending Approval; 2) Retirement Of An Approved NPCC Regional Standard; and 3) Approval Of Process Waiver; 4) Process For Correcting Errata
- Recognizing the new NPCC Cost Effectiveness Analysis Procedure (CEAP)
- Identifying the Reliability Standard Audit Worksheet (RSAW) as a companion document to a regional standard that needs to be collaboratively developed by the Drafting Team and NPCC Compliance Staff
- Creating three new appendices: 1) Appendix A: Regional Standard Authorization Request (RSAR) Completion Guidelines and Form; 2) Appendix B: Selection Of Drafting Team Members and Nomination Form; and 3) Appendix C: Maintenance Of Regional Standards and Process

In addressing areas for improvement in the NPCC Regional Reliability Standards Development Procedure, recent improvements made to the NERC Standards Process Manual (e.g., Standards Process Input Group (SPIG) recommendations) as well as the manuals of other Regional Entities were benchmarked to identify best practices for inclusion in this manual.

The process improvements and clarity captured in this revision to the NPCC Regional Reliability Standards Development Procedure, will result in a more timely and efficient manner to address the development of regional standards to ensure the reliability of the Bulk Electric System within the NPCC geographical area.

## II. INTRODUCTION

### PURPOSE

This manual defines the characteristics of a Northeast Power Coordinating Council, Inc. (NPCC) regional Reliability Standard (hereinafter referred to as “regional standard”) and establishes the process by which NPCC regional standards are developed, approved, revised, formally interpreted and retired. The NPCC regional standards process is a stakeholder process that is approved by the NPCC members to ensure a transparent standard development process that is “open, fair, and inclusive.”

NPCC regional standards address the reliability of the international and interconnected Bulk Electric System in Northeast North America. NPCC regional standards shall enable or support one or more NERC/ERO reliability principles<sup>1</sup> and will, in all cases, not be inconsistent with or less stringent than any requirements of the North American Electric Reliability Council/Electric Reliability Organization (NERC/ERO) continent-wide Reliability Standards.

The development of NPCC regional standards is performed according to the following principles using the process contained in this manual:

- Developed in a fair and open process that provides an opportunity for all interested parties to participate;
- Does not have an adverse impact on commerce that is not necessary for reliability;
- Provides a level of Bulk Electric System reliability that is adequate to protect public health, safety, welfare, and national security and would not have a significant adverse impact on reliability; and
- Based on a justifiable difference between Regions or between sub-Regions within the Regional geographic area.

Following industry approval, NPCC regional standards process and NPCC regional standards require approval by the NPCC Board of Directors, NERC as the Electric Reliability Organization (ERO) and the applicable regulatory authorities in the United States (FERC) and Canada.

### BACKGROUND

Northeast Power Coordinating Council, Inc. (NPCC) is responsible for promoting and improving the reliability of the international, interconnected Bulk Electric System in Northeastern North America. NPCC carries out its mission through (i) the development of regional standards and compliance assessment and enforcement of continent-wide and regional standards, coordination of system planning, design and operations, and assessment of reliability, (collectively, “Regional Entity activities”), and (ii) the establishment of regionally-specific criteria, and monitoring and enforcement of compliance with such criteria (collectively, “criteria services activities”).

The Energy Policy Act (EPA) of 2005 (Section 1211) amended the Federal Power Act (FPA) by adding Section 215, Electric Reliability. Specifically regarding standards development and pursuant with Section 215(e)(4) of the FPA, NPCC as a Regional Entity with delegated authority from NERC may propose regional standards to NERC for eventual enforcement within the NPCC region.

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<sup>1</sup> Available on the NERC website: [Reliability Principles](#)

As a condition of NPCC membership, NPCC General and Full Members<sup>2</sup> agree to adhere to NERC Reliability Standards. NERC Reliability Standards are comprised of both continent-wide and regional standards. The NPCC regional standards apply only to that part of the Eastern Interconnection within the NPCC geographical area.

### III. REGIONAL STANDARD CHARACTERISTICS AND ELEMENTS

#### 1. CHARACTERISTIC ATTRIBUTES

The NPCC regional standards development process has the following key characteristics:

- **Fair due process** — The NPCC regional standards development process provides for reasonable notice and opportunity for public comment. At a minimum, the procedure shall include public notice of the intent to develop a standard, a public comment period on the proposed standard, due consideration of those public comments, and a ballot of interested stakeholders. Upon approval by the NPCC Members, the NPCC Board of Directors then votes to approve submittal of the regional standard to NERC for ERO approval, followed by submission to FERC and Canadian Authorities for their approvals.
- **Openness** — Participation in the NPCC regional standards development process is open to all persons and organizations that are directly and materially affected by the reliability of the NPCC's Bulk Electric System. There is no undue financial burden to participation. Participation shall not be conditioned upon membership in the ERO, NPCC or any organization, and shall not be unreasonably restricted on the basis of technical qualifications or other such requirements.
- **Inclusive** — Any entity (person, organization, company, government agency, individual, etc.) with a direct and material interest in the reliability of NPCC's Bulk Electric System has the right to participate by: (a) expressing an opinion and its basis; (b) having their position considered, and (c) having the right to appeal a response through an established appeal process.
- **Balanced** — The NPCC regional standards development process strives to have an appropriate balance of interest and shall not be dominated by any two interest categories and no single interest category shall be able to defeat a matter. Pursuant with the NPCC By-Laws<sup>3</sup> there are seven (7) stakeholder voting sectors and the votes for each sector are weighted to achieve an appropriate balance.
- **Transparent** — All actions material to the development of NPCC regional standards are transparent and information regarding the progress of a standard's development action is made available to the public through postings on the NPCC website as well as through E-mail lists.
- **Without undue delay** — The NPCC regional standards development process shall be performed within a reasonable time.

In as much as NPCC is one of six Regional Entities within the Eastern Interconnection of North America, there will be no presumption of validity by the ERO for any NPCC regional standard.

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<sup>2</sup> As defined in the NPCC By-Laws – available on the [NPCC website](#)

<sup>3</sup> NPCC By-Laws are available on the [NPCC website](#)

In order to receive the approval of the ERO, the NPCC regional standards development process must also achieve the following objectives:

- **No Adverse Impact on Reliability of the Interconnection** — A NPCC regional standard provides a level of Bulk Electric System reliability that is necessary and adequate to protect public health, safety, welfare, and North American security and will not have an adverse impact on the reliability of the Interconnection or other Regions within the Interconnection.
- **Justifiable Difference** — A NPCC regional standard addresses a justifiable difference within the NPCC geographical area that results from a physical difference<sup>4</sup> or operating difference in the Northeast’s Bulk Electric System. Although a justifiable difference allows for a unique regional standard, a NPCC regional standard shall be no less stringent than a continent-wide standard.
- **Uniformity** — To the extent possible, the NPCC regional standards provides uniformity with Reliability Standards across the interconnected Bulk Electric System of North America.
- **No Undue Adverse Impact on Commerce** — A NPCC regional standard will not cause any undue adverse impact on business activities that are not necessary for reliability of the Region and its interconnected Regions. All regional standards shall be consistent with NERC’s market principles<sup>5</sup>.

## 2. ELEMENTS OF A REGIONAL STANDARD

To ensure uniformity of regional standards and avoid inconsistency with NERC continent-wide standards, a NPCC regional standard shall be consistent with the elements identified in this section of the procedure. These elements are intended to apply a systematic discipline in the development and revision of regional standards. The application of a systematic discipline is necessary for achieving regional standards that are measurable, enforceable, and consistent as well as results oriented<sup>6</sup>, i.e.:

- Performance-based,
- Risk-based, and
- Capability-based.

### TYPES OF RELIABILITY REQUIREMENTS

The Drafting Team (DT) should strive to achieve a portfolio of performance, risk, and capability-based mandatory reliability requirements that support an effective defense-in-depth strategy. Each requirement should identify a clear and measurable expected outcome, such as: a) a stated level of reliability performance, b) a reduction in a specified reliability risk, or c) a necessary competency.

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<sup>4</sup> The interpretation of the phrase “physical difference” will be consistent with FERC’s Order, issued September 22, 2004, Granting Request For Clarification regarding Docket No. PL04-5-000, Policy Statement on Matters Related to Bulk Power System Reliability.

<sup>5</sup> Available on the NERC website: [www.nerc.com](http://www.nerc.com)

<sup>6</sup> Results-based Standards see [http://www.nerc.com/filez/standards/Project2010-06\\_Results-based\\_Reliability\\_Standards.html](http://www.nerc.com/filez/standards/Project2010-06_Results-based_Reliability_Standards.html)

- a) **Performance-based** - defines a specific reliability objective or outcome that has a direct, observable effect on the reliability of the Bulk Electric System, i.e. an effect that can be measured using power system data or trends.
- b) **Risk-based** - defines actions of entities that reduce a stated risk to the reliability of the Bulk Electric System and can be measured by evaluating a particular product or outcome resulting from the required actions.
- c) **Capability-based** - defines capabilities needed to perform reliability functions and can be measured by demonstrating that the capability exists as required.

Each regional standard shall enable or support one or more of the reliability principles<sup>7</sup> as identified in the most recent set posted on the NERC website. Each regional standard shall also be consistent with all of the reliability principles. The intent of the set of NPCC regional standards is to deliver an Adequate Level of Reliability<sup>8</sup> as defined by NERC.

Recognizing that Bulk Electric System reliability and electricity markets are inseparable and mutually interdependent, all regional standards shall be consistent with the most recent set of Market Principles<sup>9</sup> as posted on the NERC website. Consideration of the Market Principles is intended to ensure that regional standards are written such that they achieve their reliability objective without placing undue restrictions or causing adverse impacts on competitive electricity markets.

#### ELEMENTS OF A REGIONAL STANDARD

A regional standard includes several components designed to work collectively to identify what entities must do to meet their reliability-related obligations as an owner, operator or user of the Bulk Electric System. The components of a NPCC regional standard identified below are based on the NERC Standard Processes Manual (SPM) that was approved by the NERC Board of Trustees at its February 2013 meeting. Future revisions of the NERC SPM will be used at the time of development of a NPCC regional standard if different from the elements listed below.

The only mandatory and enforceable components of a regional standard are the: (1) Applicability, (2) Requirements, and (3) the Effective Dates. The additional components are included in the regional standard for informational purposes, to establish the relevant scope and technical paradigm, and to provide guidance to functional entities concerning how compliance will be assessed by the Compliance Enforcement Authority.

The components of a regional standard may include the following:

<b><i>Title:</i></b>	A brief, descriptive phrase identifying the topic of the regional standard.
<b><i>Number:</i></b>	A unique identification number assigned in accordance with a published classification system to facilitate tracking and reference to the regional standards.
<b><i>Purpose:</i></b>	The reliability outcome achieved through compliance with the requirements of the regional standard.
<b><i>Applicability:</i></b>	Identifies which entities are assigned reliability requirements; i.e., the specific functional entities and facilities to which the regional standard applies.

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<sup>7</sup> Available on the NERC website: [Reliability Principles](#)

<sup>8</sup> Available on the NERC website: [Adequate Level of Reliability](#)

<sup>9</sup> Available on the NERC website: [Market Principles](#)

**Effective Dates:** Identification of the date or pre-conditions determining when each Requirement becomes effective in each jurisdiction.

**Requirement:** An explicit statement that identifies the functional entity responsible, the action or outcome that must be achieved, any conditions achieving the action or outcome, and the reliability-related benefit of the action or outcome. Each requirement shall be a statement for which compliance is mandatory.

**Compliance Elements:** Elements to aid in the administration of compliance monitoring and enforcement responsibilities.

**Measure:** Provides identification of the evidence or types of evidence that may demonstrate compliance with the associated requirement.

**Violation Risk Factors and Violation Severity Levels:** Violation risk factors (VRFs) and violation severity levels (VSLs) are used as factors when determining the size of a penalty or sanction associated with the violation of a requirement in an approved Reliability Standard. Each requirement in each Reliability Standard has an associated VRF and a set of VSLs. VRFs and VSLs are developed by the Drafting Team, working with NPCC Standards Staff, at the same time as the associated Reliability Standard, but are not part of the Reliability Standard. The Board of Directors is responsible for approving VRFs and VSLs.

- **Violation Risk Factors**  
VRFs identify the potential reliability significance of noncompliance with each requirement. Each requirement is assigned a VRF in accordance with the latest approved set of VRF criteria.
- **Violation Severity Levels**  
VSLs define the degree to which compliance with a requirement was not achieved. Each requirement shall have at least one VSL. While it is preferable to have four VSLs for each requirement, some requirements do not have multiple “degrees” of noncompliant performance and may have only one, two, or three VSLs. Each requirement is assigned one or more VSLs in accordance with the latest approved set of VSL criteria.

**Version History:** The version history is provided for informational purposes and lists information regarding prior versions of the regional standard.

**Variance:** As applied to a NPCC regional standard is a Requirement (to be applied in the place of the NPCC region-wide Requirement) that is applicable to a specific geographic area or to a specific set of Registered Entities.

**Compliance Enforcement Authority (CEA):** The entity that is responsible for assessing performance or outcomes to determine if an entity is compliant with the associated regional standard. The Compliance Enforcement Authority will be NERC or the Regional Entity in their respective roles of monitoring and enforcing compliance with the ERO regional standards.

**Reliability Standard Audit Worksheets (RSAWs)<sup>10</sup>** Reliability Standard Audit Worksheets (RSAWs) are developed as companion documents to regional and continent-wide Reliability Standards to facilitate the CEA assessment of a registered entity’s compliance with a standard.

Informational Elements: Elements to aid in the implementation of the regional standard.

**Application Guidelines:** Guidelines to support the implementation of the associated regional standard.

**Procedures:** Procedures to support implementation of the associated regional standard.

#### **IV. REGIONAL STANDARDS DEVELOPMENT PROCESS**

##### **1. ROLES IN THE NPCC REGIONAL STANDARD PROCESS**

###### **NOMINATION, REVISION, INTERPRETATION, OR RETIREMENT OF A STANDARD:**

Any member of NPCC or group within the NPCC region shall be allowed to request that a NPCC regional standard be developed, modified, interpreted, or retired. Additionally, any person (organization, company, government agency, individual, etc.) who is directly and materially affected by the reliability of the NPCC Bulk Electric System shall be allowed to request that a NPCC regional standard be developed, modified, interpreted, or retired. The following section identifies the process roles in the NPCC regional standards process. Refer to Step 2 STANDARD DEVELOPMENT PROCESS STEPS and FIGURE 1: FLOWCHART OF REGIONAL STANDARDS DEVELOPMENT PROCESS for the regional standards development process steps and associated flowchart.

###### **PROCESS ROLES AND RESPONSIBILITIES**

###### **BOARD OF DIRECTORS**

The NPCC Board of Directors (Board) shall consider for adoption regional standards, definitions, variances and interpretations and associated implementation plans that have been processed according to the processes identified in this manual. Once the Board adopts a regional standard, definition, variance or interpretation, the Board shall direct NPCC Standards Staff to submit the document(s) for approval to the NERC Board of Trustees.

###### **COMPLIANCE COMMITTEE (CC)**

The NPCC Compliance Committee, a committee of the NPCC Board of Directors, manages the NPCC Compliance Monitoring and Enforcement Program (CMEP). The CMEP is used to monitor, assess and enforce mandatory compliance with both NERC continent-wide and NPCC regional standards. The CC aides in the regional standards development, as necessary, by: (1) performing compliance reviews of technical requirements, (2) assisting the Drafting Team with the development of Violation Risk Factors (VRFs) and Violation Severity Levels (VSLs), Reliability Standard Audit Work Sheets (RSAWs) and (3) participating on quality review teams.

###### **DRAFTING TEAM**

The Drafting Team develops standards-related regional products as directed by the NPCC RSC and within the scope of an approved Regional Standard Authorization Request (RSAR) or a formal Request for Interpretation (RFI). The product that is developed is typically a new or revised regional standard, but could also be a definition, a reference document, a set of Violation

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<sup>10</sup> While RSAWs are not part of the regional standard, they are developed through collaboration of the Drafting Team and NPCC Compliance Staff.

Risk Factors, a set of Violation Severity levels, or the team could be appointed to assist an author in refining a Regional Standard Authorization Request (RSAR). The Drafting Team also works collaboratively with NPCC Compliance Staff to develop Reliability Standard Audit Worksheets (RSAWs) at the same time regional standards are developed. The Drafting Team shall remain in place until such time as the NERC Board of Trustees adopts the regional standard.

#### MANAGER OF RELIABILITY STANDARDS

The NPCC Manager of Reliability Standards has the overall responsibility for managing the NPCC regional standards processes in accordance with this manual. As used herein, the NPCC Manager of Reliability Standards will be the NPCC Manager of Reliability Standards or his/her designee.

#### NPCC MEMBERS

NPCC members may participate in the comment and ballot periods associated with the development and industry approval of regional standards. The ballot body is comprised of all entities or individuals that qualify for one of the stakeholder sectors within NPCC as stated in the most recently approved NPCC Bylaws. All General and Full Members of NPCC can participate in the balloting of regional standards. Any entity or person, including non-NPCC members, may submit comments during the open process comment periods for standards.

#### NON-NPCC MEMBERS

Any entity or person that is neither a General nor Full Members of NPCC is not eligible to participate in the ballot body voting on a regional standard. However, any entity or person, including non-NPCC members, may submit comments during the open process comment periods for standards. Subject Matter Experts (SMEs), regardless of NPCC membership status, are encouraged to participate in comment periods for regional standards.

#### NPCC STANDARDS STAFF

The Standards Staff is responsible for assisting the NPCC Manager of Reliability Standards and the RSC in administering the NPCC regional standards processes in accordance with this manual.

#### NPCC COMMITTEES, TASK FORCES AND WORKING GROUPS

The Committees, Task Forces and Working Groups within NPCC serve an active role in the standards process. Activities performed by these groups include, but are not limited to, the following:

- Identify the need for new or modified regional standards
- Initiate NPCC Standards actions by developing Regional Standard Authorization Requests (RSARs)
- Develop comments (views and objections) to standards actions
- Participate in NPCC Standard drafting
- Provide technical oversight in response to changing industry conditions and ERO Requirements
- Conduct Field Tests, as required

#### REGIONAL STANDARDS COMMITTEE (RSC)

The NPCC Regional Standards Committee (RSC), a committee of the NPCC Board of Directors, is charged with oversight of all Drafting Team activities and managing the NPCC regional standards development process in accordance with this manual.

The RSC is responsible for maintenance of the Regional Standards Process Manual (RSPM), including the endorsement of RSPM revisions for NPCC Board review and approval.

#### RELIABILITY COORDINATING COMMITTEE (RCC)

The Reliability Coordinating Committee (RCC) supports the standards development process through the assignment of NPCC Task Forces to serve as technical resources for: (1) staffing Drafting Teams, and (2) performing a technical advisory role in the regional standards process through comments, recommendations and technical justifications.

#### REQUESTER

Any individual representing an organization (entity, company, government agency, etc.) that is directly and materially affected by the reliability of the Bulk Electric System within the NPCC geographical area may request a regional standard be developed or an existing regional standard be modified, interpreted, or deleted.

#### QUALITY REVIEW TEAM

The NPCC Standards Staff shall coordinate a quality review of the “final draft” of the regional standard, implementation plan, VRFs and VSLs to assess whether the documents are within the scope of the associated RSAR, and whether the regional standard is clear and enforceable as written. The Quality Review Team may be comprised of legal and compliance representatives, a technical writer, and NPCC Standards Staff. It will not involve individuals who participated on the Drafting Team of the standard undergoing the Quality Review.

## 2. STANDARD DEVELOPMENT PROCESS STEPS

### STEP 2.1: REGIONAL STANDARDS AUTHORIZATION REQUEST TO DEVELOP, MODIFY OR RETIRE

A Regional Standard Authorization Request<sup>11</sup> (RSAR) is the form used to document the scope and reliability benefit of a proposed project for one or more new or modified regional standards or the benefit of retiring one or more approved regional standards.

A RSAR shall be used to seek approval and initiate the development, modification or retirement of a NPCC regional standard. A RSAR is not used to seek a formal Request for Interpretation (RFI) of a NPCC regional standard. The initiation and handling of a RFI is covered in Step 3 STANDARD INTERPRETATION PROCESS STEPS, of this manual.

Any individual representing an organization which is directly or materially impacted by the operation of the Bulk Electric System within the geographical footprint of NPCC may request, via a submittal of a RSAR to the NPCC Manager of Reliability Standards, the development, modification, or deletion of a NPCC regional standard. The individual completing the form is referred to herein as the Requester.

#### STEP 2.1.A. REQUESTER ACTIONS

*Note: The NPCC Manager of Reliability Standards will assist the Requester, as necessary, to ensure all required information is submitted on the RSAR.*

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<sup>11</sup> The RSAR is located on the NPCC website under [Standards – Regional Standards General](#)

The Requester shall complete a RSAR form in accordance with the guidance provided in APPENDIX A: RSAR COMPLETION GUIDELINES.

The Requester shall submit the completed RSAR to the NPCC Manager of Reliability Standards, via [npccstandard@npcc.org](mailto:npccstandard@npcc.org), for processing.

#### STEP 2.1.B. NPCC MANAGER OF RELIABILITY STANDARDS ACTIONS

The NPCC Manager of Reliability Standards shall review the submitted RSAR and verify that the submitted form has been adequately completed. Within fifteen (15) calendar days<sup>12</sup> of receipt of the submitted RSAR, the NPCC Manager of Reliability Standards will electronically acknowledge receipt of the RSAR. If, at that time, the NPCC Manager of Reliability Standards finds the RSAR to be deficient, the Requester will be contacted to decide on how to proceed.

Within ten (10) calendar days of the receipt of an adequately completed RSAR, the NPCC Manager of Reliability Standards shall forward the properly completed RSAR to the NPCC Regional Standards Committee (RSC) for its review and processing. Included in the transmittal of the RSAR to the RSC, the NPCC Manager of Reliability Standards shall include a statement indicating the applicability of the NPCC Cost Effectiveness Analysis Procedure (CEAP) for the proposed change.

#### STEP 2.1.C. NPCC REGIONAL STANDARDS COMMITTEE (RSC) ACTIONS

*Note: The RSC shall meet to review all pending RSARs. The frequency of this review process will depend on workload, but in no case shall a properly completed RSAR wait for RSC action more than 60 calendar days from the date of receipt by the RSC.*

The RSC shall review the RSAR and take one of the following actions:

- Remand the RSAR back to the NPCC Manager of Reliability Standards for additional work. In this case, the NPCC Manager of Reliability Standards may request additional information or clarification for the RSAR from the Requester.
- Reject the RSAR. In this case, the RSC will provide its determination to the NPCC Manager of Reliability Standards, who will then provide a written explanation for rejection to the Requester within ten (10) calendar days of the rejection decision.

*Note: Before the RSC can accept a RSAR for a new or modified standard the applicable CEAP process steps shall be completed.*

- Accept the RSAR.
  - If a new or modified standard has been authorized, within ten (10) calendar days of the authorization the NPCC Manager of Reliability Standards shall: 1) post notification on the NPCC website of the intent to develop or modify a regional standard; 2) notify the ERO for processing in accordance with its process, as applicable; and 3) notify the Requester of the acceptance of the RSAR.
  - If the retirement of an existing regional standard has been authorized, within ten (10) calendar days of the authorization the NPCC Manager of Reliability

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<sup>12</sup> Time periods specified in this manual may be extended as deemed appropriate by NPCC Staff. When business days are specified, this provision could be used to take into account differing Canadian and US holiday schedules. When calendar days are specified, this provision could be used to take into account due dates that fall on a weekend.

Standards shall: 1) post notification on the NPCC website of the intent to retire an existing regional standard; 2) notify the ERO for processing in accordance with its process, as applicable; and 3) notify the Requester of the acceptance of the RSAR. The process to retire an existing regional standard is included in Step 5 RETIREMENT OF AN APPROVED NPCC REGIONAL STANDARD.

#### STEP 2.2: FORMATION OF DRAFTING TEAM FOR NEW OR MODIFIED STANDARD

A RSAR that has been accepted by the RSC shall, within ten (10) calendar days of the acceptance of the RSAR, be submitted by the NPCC Manager of Reliability Standards to the NPCC Reliability Coordinating Committee (RCC). The RCC shall, within sixty (60) calendar days, assign the development of the regional standard to a NPCC Task Force, and notify the NPCC Manager of Reliability Standards of its decision within ten (10) calendar days.

After receipt of the notification of Drafting Team assignment, the NPCC Manager of Reliability Standards shall oversee solicitation and recommendation of a list of additional qualified<sup>13</sup> candidates over and above the appropriate NPCC Task Force members, for appointment to the Drafting Team. The Requester and a NPCC Compliance Staff person will be included on the Drafting Team. Within sixty (60) calendar days of the Drafting Team assignment notification from the RCC, the NPCC Manager of Reliability Standards shall submit the list of the entire Drafting Team membership to the RSC for acceptance. The RSC may accept the recommendations of the NPCC Manager of Reliability Standards as presented or revise the recommendations as necessary.

Upon acceptance of the Drafting Team slate, the RSC shall provide a target date on which the Drafting Team is expected to have ready a completed draft regional standard and associated supporting documentation available for consideration by the NPCC membership. Additionally, the RSC shall provide the Drafting Team with any preliminary development products including, but not limited to, a draft standard, comments, and related white papers.

#### STEP 2.3: DEVELOPMENT OF A REGIONAL STANDARD AND ASSOCIATED DOCUMENTS

Prior to beginning work on the development of a new or revised regional standard and the associated supporting documentation, the Drafting Team should develop a work plan for completing the regional standard development work, including the establishment of milestones for completing critical elements of the work in sufficient detail to ensure that the Drafting Team will meet the target date established by the RSC, or the Drafting Team shall propose an alternative date. This work plan must be submitted to the RSC for its concurrence. When a Drafting Team begins its work, it shall regularly (at least quarterly) report progress against that aforementioned work plan to the NPCC Manager of Reliability Standards for presentation to the RSC.

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<sup>13</sup> Refer to Appendix B: Selection of Drafting Team Members

*Note: During the regional standards development, the Drafting Team will deliberate on whether the requirements in the regional standard are developed enough to begin the Cost Effectiveness Analysis (CEA) of the NPCC Cost Effectiveness Analysis Procedure (CEAP). When appropriate, the Drafting Team shall request that the RSC initiate the second phase (CEA) of the CEAP process.*

The Drafting Team shall create and manage its work structure (e.g., sub-teams) and meeting schedule (face-to face as well as electronic meetings), as necessary, to meet the milestone dates and project deliverables outlined in the work plan.

The work products of the Drafting Team should consist of the following

- A draft regional standard consistent with the RSAR on which it was based
- An implementation plan, including the nature, extent and duration of field-testing, if any
- Identification of any existing regional standard and NPCC criteria that will be deleted, in part or whole, or otherwise impacted by the implementation of the draft regional standard
- Technical reports, white papers and/or work papers that provide technical justification for the draft regional standard under consideration
- Reliability Standard Audit Worksheet (RSAW) collaboratively developed by the Drafting Team and NPCC Compliance Staff

NPCC Standards Staff can assist in the drafting of the regional standard including compliance measures, process and elements. The drafting of measures and compliance administration aspects of the standard will be coordinated with the NPCC Compliance Staff.

The Drafting Team shall submit the initial and subsequent interim drafts of the regional standard and associated documents to the NPCC Manager of Reliability Standards to obtain RSC concurrence to post documents for comment.

#### STEP 2.4: POSTING FOR COMMENT PERIOD AND RESOLUTION OF COMMENTS

*Note: There are no limits to the number of public comment periods and ballots that can be conducted to result in a regional standard that is clear and enforceable, and achieves a quorum and sufficient affirmative votes for approval.*

##### STEP 2.4.A. COMMENT PERIOD

*Note: For Final Comment Period skip this step and proceed to STEP 2.4.B. FINAL COMMENT PERIOD.*

As authorized by the RSC, the NPCC Manager of Reliability Standards shall post the draft of the regional standard on the NPCC website, along with a draft implementation plan and available supporting documents, for a forty-five (45) calendar day comment period. The NPCC Manager of Reliability Standards shall also notify NERC to process the draft document in accordance with NERC's regional standards review procedure, as applicable.

Following the conclusion of the NPCC comment period, the NPCC Manager of Reliability Standards will assemble the comments on the draft regional standard and associated documents and provide all comments to the Drafting Team for consideration.

Within thirty (30) calendar days of the conclusion of the comment period the Drafting Team shall convene and consider changes to the draft Standard, the implementation plan and/or supporting technical documents based upon comments received. All submitted comments shall be addressed, and each commenter shall be advised of the disposition, with reasons, of their comments. The NPCC Manager of Reliability Standards shall publicly post all of the Drafting Team's responses to stakeholder comments on the NPCC website.

Based on the comments received, the Drafting Team may elect to:

- Return to STEP 2.3: DEVELOPMENT OF A REGIONAL STANDARD AND ASSOCIATED DOCUMENTS to revise the draft regional standard, the implementation plan and/or supporting technical documents.
- Recommend that the RSC authorize Field Testing of the draft regional standard. Upon completion of the Field Test, return to STEP 2.3: DEVELOPMENT OF A REGIONAL STANDARD AND ASSOCIATED DOCUMENTS to revise the draft regional standard based on insights learned during the Field Test.
- Obtain RSC concurrence to post documents for Final Comment Period and request that the RSC initiate the second phase (CEA) of the CEAP process

#### STEP 2.4.B. FINAL COMMENT PERIOD

The NPCC Standards Staff shall coordinate a Quality Review of "final draft" of the regional standard, implementation plan, VRFs and VSLs to assess whether the documents are within the scope of the associated RSAR, and whether the regional standard is clear and enforceable as written. Upon Completion of the Quality Review, including resolution of comments, the Drafting Team shall submit the regional standard to the NPCC Manager of Reliability Standards to obtain RSC concurrence to post these documents for comment.

As authorized by the RSC, the NPCC Standards Staff shall post the "final draft" of the regional standard on the NPCC website, along with the implementation plan, supporting documents and the Cost Effectiveness Analysis (CEA) survey<sup>14</sup> for a forty-five (45) calendar day comment period. NPCC Standards Staff shall also notify NERC to process the proposed final document in accordance with NERC's regional standards review procedure, as applicable.

Following the conclusion of the NPCC comment period, the NPCC Manager of Reliability Standards will assemble the comments on the posted regional standard and associated documents and provide all comments to the Drafting Team for consideration.

In addition, the RSC, pursuant with the requirements of the Cost Effectiveness Analysis Procedure (CEAP), will use the responses to the posted CEA survey to develop a recommendation based on the cost effectiveness of the proposed regional standard.

The NPCC Task Forces (TFs) or Working Groups (WGs) may develop recommendations for submittal to the RSC. Following the RSC deliberations to determine a course of action, the RSC will communicate to the Drafting Team to:

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<sup>14</sup> In accordance to the Cost Effectiveness Analysis Procedure (CEAP) the Cost Effectiveness Analysis (CEA) survey may be assigned directly to NPCC Task Forces (TFs) or Working Groups (WGs) in addition to the posting process.

- Return to STEP 2.3: DEVELOPMENT OF A REGIONAL STANDARD AND ASSOCIATED DOCUMENTS to revise the Standard to address the results of the CEAP
- Accept the Standard “as is” to move forward through the remainder of the process
- Hold the Standard in abeyance until such time as additional guidance can be provided regarding whether or how to continue
- Decide not to pursue the development of certain requirements or the entire Standard due to cost effectiveness considerations

Upon Completion of the final comment period the Drafting Team shall submit the proposed regional standard, along with any supporting materials, consideration of comments and field test results, to the NPCC Manager of Reliability Standards to obtain RSC concurrence to post the regional standard and implementation plan for ballot and concurrently provide an information copy to the RCC.

The NPCC Manager of Reliability Standards shall also publicly post all of the Drafting Team’s responses to stakeholder comments on the NPCC website.

#### STEP 2.5: POSTING FOR BALLOT PERIOD IN THE OPEN PROCESS

*Note: There are no limits to the number of public comment periods and ballots that can be conducted to result in a regional standard that is clear and enforceable, and achieves a quorum and sufficient affirmative votes for approval.*

As authorized by the RSC, the NPCC Manager of Reliability Standards shall post the proposed regional standard on the NPCC website, along with supporting documentation<sup>15</sup> (e.g., implementation plan, consideration of comments, technical reports, white papers and any field test results), for a thirty (30) day pre-ballot review period and a subsequent ten (10) day ballot period. The ten (10) day ballot period will commence immediately following the pre-ballot review period. In the event that a quorum exists for purposes of an electronic vote but the ballot purpose has not been resolved, NPCC may continue to solicit additional responses in order to resolve the matter by electronic voting. In the event that quorum has not been achieved for purposes of an electronic vote, NPCC may continue to solicit electronic ballots, including abstentions, to obtain quorum and resolve the matter.

At the time the regional standard is posted for ballot, the NPCC Manager of Reliability Standards shall also notify NERC to process the proposed regional standard in accordance with NERC’s regional standards review procedure, as applicable.

During the ballot period, the NPCC Members of the ballot body can cast their vote as follows:

- Affirmative, with or without comments
- Negative with comments
- Abstain

In accordance with the NPCC Bylaws, a quorum and receipt of a two-thirds (2/3) affirmative majority of the weighted sector votes is required for a ballot to pass.

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<sup>15</sup> The ballot posting is for the regional standard, definition, variance or interpretation. Supporting documentation is included for information only and is not balloted.

The NPCC Manager of Reliability Standards shall post the final outcome of the ballot process on the NPCC website.

**STEP 2.5.A. BALLOT DOES NOT RECEIVE 2/3 AFFIRMATIVE VOTE**

If a ballot fails to achieve the 2/3 majority vote the NPCC Manager of Reliability Standards may:

- Direct the Drafting Team to respond to ballot comments and return to STEP 2.5: POSTING FOR BALLOT PERIOD IN THE OPEN PROCESS to re-ballot the regional standard. The consideration of comments from prior ballot will be included with the re-posting.
- Return to STEP 2.3: DEVELOPMENT OF A REGIONAL STANDARD AND ASSOCIATED DOCUMENTS to revise the regional standard to address the comments received.
- Pursue the curtailment of the regional standard development by soliciting the Requester to withdraw the RSAR or by soliciting the RSC to reject the RSAR pursuant with STEP 2.1.C. NPCC REGIONAL STANDARDS COMMITTEE (RSC) ACTIONS. The NPCC Manager of Reliability Standards, in the event of a curtailment of the development of a regional standard, shall post a notice of the curtailment and will post and archive all comments submitted during the process for future consideration, if required. The NPCC Manager of Reliability Standards will also notify NERC to process the proposed regional standard in accordance with NERC's regional standards review procedure, as applicable.

**STEP 2.5.B. BALLOT RECEIVES  $\geq$  TWO-THIRDS (2/3) AFFIRMATIVE VOTE**

A ballot that achieved two-thirds or greater affirmative vote has successfully passed. However, negative votes with comments should still be reconciled. If there is at least one negative vote with comments proceed to STEP 2.5.B.1 APPROVED BALLOT WITH "NEGATIVE VOTE WITH COMMENT". If there was not any negative vote with comments proceed to STEP 2.5.B.2 APPROVED BALLOT WITHOUT "NEGATIVE VOTE WITH COMMENT".

**STEP 2.5.B.1 APPROVED BALLOT WITH "NEGATIVE VOTE WITH COMMENT"**

Following the conclusion of the NPCC ballot period, the NPCC Manager of Reliability Standards will assemble the comments on the posted regional standard and provide all comments to the Drafting Team for consideration. The Drafting Team shall review all negative votes with comments and elect to:

- Recommend to the RSC to accept the regional standard "as is" and seek RSC endorsement to move forward through the remainder of the process. Upon receiving RSC endorsement to proceed, the regional standard and associated documents, approved by the NPCC ballot body, shall be forwarded by the Assistant Vice President Standards to the NPCC Board of Directors for final Regional approval. If comments that were received during balloting should be considered in future revisions to the regional standard then the NPCC Manager of Reliability Standards should log comments in an issues database.
- Return to STEP 2.3: DEVELOPMENT OF A REGIONAL STANDARD AND ASSOCIATED DOCUMENTS to revise the regional standard to address the comments received.
- Respond to ballot comments and recommend to the RSC endorse the return to STEP 2.5: POSTING FOR BALLOT PERIOD IN THE OPEN PROCESS to re-ballot the regional standard. The NPCC Manager of Reliability Standards should include the consideration of comments from the prior ballot with the re-posting.

**STEP 2.5.B.2 APPROVED BALLOT WITHOUT “NEGATIVE VOTE WITH COMMENT”**

Regional standard and associated documents, approved by the NPCC ballot body, shall be forwarded by the Assistant Vice President Standards to the NPCC Board of Directors for final Regional approval.

**STEP 2.6: NPCC BOARD OF DIRECTORS APPROVAL**

Following approval by the NPCC Members, regional standards require review and approval by the NPCC Board of Directors. The NPCC Board of Directors may take the following actions:

- Approve the regional standard as presented.
- Approve the regional standard with comments to incorporate non-substantive revisions. [The NPCC Board of Directors may not make substantive revisions to the standard.]
- Remand the regional standard back to the RSC and the Drafting Team to address their concerns.

**STEP 2.7: NERC BOARD OF TRUSTEES SUBMITTAL**

Upon approval by the NPCC Board of Directors, the NPCC Manager of Reliability Standards shall submit the regional standard to NERC, as the Electric Reliability Organization, for approval and subsequent filing with FERC and the applicable Canadian Provincial regulatory and/or governmental authorities for adoption.

**STEP 2.8: IMPLEMENTATION OF A NPCC REGIONAL STANDARD**

Following the approval of a NPCC regional standard by FERC and the applicable Canadian Provincial regulatory and/or governmental authorities, all users, owners, planners, and operators of the Bulk Electric System in the NPCC geographic area are required to comply with the standard as of its enforcement date.

ERO approved Reliability Standards (both continent-wide and regional) are included in both the NERC and NPCC Compliance Monitoring and Enforcement Programs (CMEPs).

**FIGURE 1: FLOWCHART OF REGIONAL STANDARDS DEVELOPMENT PROCESS**

Placeholder for flowchart

**3. STANDARD INTERPRETATION PROCESS STEPS**

This section applies to NPCC regional standards that have been approved<sup>16</sup> and are currently enforceable or have a future enforcement date. A request for interpretation is not permitted for regional standards under development. For regional standards under development, clarification can be sought during a comment period. Refer to Step 2, STANDARD DEVELOPMENT PROCESS STEPS of this manual for details on the comment process for a standard under development.

**STEP 3.1: REGIONAL STANDARDS REQUEST FOR INTERPRETATION (RFI)**

Any member of NPCC or group within the NPCC region shall be allowed to submit a formal Request for Interpretation (RFI) of a NPCC regional standard.

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<sup>16</sup> Approval is granted by FERC and the Canadian Provincial regulatory and/or governmental authorities, as applicable.

Additionally, any person (organization, company, government agency, individual, etc.) who is directly and materially affected by the reliability of the NPCC Bulk Electric System shall be allowed to submit a formal Request for Interpretation (RFI) of a NPCC regional standard.

*Note: A valid interpretation request is one that seeks additional clarity about one or more requirements in an approved regional standard, but does not request approval as to how to comply with any requirements of the standard.*

Request for Interpretation of a NPCC regional standard shall be initiated under the NERC process for developing an interpretation. The entity requesting the interpretation shall submit a Request for Interpretation form<sup>17</sup> to the NERC Reliability Standards Staff explaining the clarification required, the specific circumstances surrounding the request, and the impact of not having the interpretation provided. A copy of the completed RFI form should also be sent to the NPCC Manager of Reliability Standards.

Upon receipt of a RFI for a requirement of a NPCC regional standard, NERC Reliability Standards Staff shall forward the RFI to the NPCC Manager of Reliability Standards and in doing so shall delegate the validation of and response to the RFI to NPCC.

#### STEP 3.2: REVIEW AND VALIDATION OF REQUEST FOR INTERPRETATION (RFI)

Upon receipt of the NERC delegation to NPCC to validate and respond to a RFI for a requirement of a NPCC regional standard, the NPCC Manager of Reliability Standards shall review the RFI to determine whether:

- It meets the requirements for a valid interpretation
- A compliance process or approach could be used in lieu of an interpretation

The NPCC Manager of Reliability Standards will utilize, as necessary, the NPCC Standards Staff, NPCC Compliance and Legal Staffs when determining the validity of the RFI. Based on this review, the NPCC Manager of Reliability Standards will recommend to the RSC whether to accept or reject the RFI. The recommendation to the RSC should be made within thirty (30) calendar days of the receipt of the RFI from NERC.

The following examples identify situations that may warrant a recommendation from the NPCC Manager of Reliability Standards to reject the RFI:

- Requests approval of a particular compliance approach
- Identifies a gap or perceived weakness in the approved regional standard (Requester should be redirected to initiate an RSAR rather than a RFI)
- Where an issue can be addressed by an active (regional or continent-wide) standard Drafting Team
- Where an issue can be better addressed by a compliance process or approach
- Where it requests clarification of any element of a regional standard other than a requirement
- Where a question has already been addressed in the record

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<sup>17</sup> The *Request for Interpretation* form is posted under [Resource Documents](#) on the NERC Standards webpage.

- Where the interpretation identifies an issue and proposes the development of a new or modified regional or continent-wide standard (such issues should be addressed via submission of a RSAR or SAR)
- Where an interpretation seeks to expand the scope of a regional standard
- Where the requirement of the regional standard is clear

#### STEP 3.3: NPCC REGIONAL STANDARDS COMMITTEE (RSC) ACTIONS

The RSC shall review the RFI along with the recommendation from the NPCC Manager of Reliability Standards and take one of the following actions:

- Reject the RFI. In this case, the RSC will provide its determination to the NPCC Manager of Reliability Standards, who will then provide a written explanation for rejection to the RFI to the entity requesting the interpretation within ten (10) calendar days of the decision to reject.
- Accept the RFI. In this case, the RSC will provide its determination to the NPCC Manager of Reliability Standards, who will then: 1) post notification on the NPCC website of the intent to develop an interpretation; 2) notify the ERO for processing in accordance with its process, as applicable; and 3) notify the Requester of the acceptance of the RFI.

#### STEP 3.4: FORMATION OF DRAFTING TEAM FOR RESPONSE TO RFI

A RFI that has been accepted by the RSC shall, within ten (10) calendar days of the acceptance of the RFI, be assigned by the NPCC Manager of Reliability Standards to the responsible NPCC Task Force to make up the interpretation Drafting Team and develop the RFI response.

#### STEP 3.5: DEVELOPMENT OF RESPONSE TO RFI

*Note: A valid interpretation response provides additional clarity about one or more requirements, but does not expand on any requirement and does not explain how to comply with any requirement.*

The Drafting Team shall submit a proposed interpretation response within forty-five (45) calendar days, from the receipt of the RFI, to the NPCC Manager of Reliability Standards to obtain RSC concurrence to post the proposed response for comment.

If the RSC concurrence is not received, the Drafting Team will continue to refine the interpretation response.

*Note: There are no limits to the number of public comment periods that can be conducted to result in a clear and concise interpretation of a regional standard requirement.*

#### STEP 3.6: POSTING RFI FOR COMMENT PERIOD AND RESOLUTION OF COMMENTS

As authorized by the RSC, the NPCC Manager of Reliability Standards shall post the proposed interpretation response on the NPCC website for a forty-five (45) calendar day comment period. NPCC Manager of Reliability Standards shall also notify NERC for processing in accordance with NERC's regional standards review procedure, as applicable.

Following the conclusion of the NPCC comment period, the NPCC Manager of Reliability Standards will assemble the comments on the proposed interpretation response and provide all comments to the Drafting Team for consideration.

Within thirty (30) calendar days of the conclusion of the comment period the Drafting Team shall convene and consider changes to the proposed interpretation response based upon comments received. All submitted comments shall be addressed, and each commenter shall be advised of the disposition, with reasons, of their comments. The NPCC Manager of Reliability Standards shall publicly post all of the Drafting Team's responses to stakeholder comments on the NPCC website.

Based on the comments received, the Drafting Team may elect to:

- Return to STEP 3.5: DEVELOPMENT OF RESPONSE TO RFI to revise the proposed interpretation response.
- Accept the proposed interpretation response "as is" to move forward through the remainder of the process.

Upon Completion of the final comment period the Drafting Team shall submit the proposed interpretation response to the NPCC Manager of Reliability Standards to obtain RSC concurrence to submitted proposed interpretation response.

The NPCC Manager of Reliability Standards shall also publicly post all of the Drafting Team's responses to stakeholder comments on the NPCC website.

#### STEP 3.7: REGIONAL STANDARDS COMMITTEE APPROVAL OF RFI

Upon receipt of the RFI response from the NPCC Manager of Reliability Standards, the RSC shall elect to:

- Endorse the proposed interpretation response
- Direct the Drafting Team to return to STEP 3.5: DEVELOPMENT OF RESPONSE TO RFI to revise the proposed interpretation response
- Direct the Assistant Vice President Standards to forward the RFI to the NPCC Board of Directors for final Regional approval

#### STEP 3.8: NPCC BOARD OF DIRECTORS APPROVAL OF RFI

Following endorsement by the RSC, interpretation responses require review and approval by the NPCC Board of Directors. The NPCC Board of Directors may take the following actions:

- Approve the interpretation response as presented
- Approve the interpretation response with comments to incorporate non-substantive revisions. [The NPCC Board of Directors may not make substantive revisions to the interpretation response.]
- Remand the interpretation response back to the RSC and the Drafting Team to address their concerns

Upon receipt of Board approval, the NPCC Manager of Reliability Standards shall notify NERC of the approved interpretation for processing in accordance with NERC procedures, as applicable.

**FIGURE 2: FLOWCHART OF REGIONAL STANDARDS INTERPRETATION PROCESS**

Placeholder for flowchart

4. WITHDRAWAL OF A REGIONAL STANDARD PENDING APPROVAL

The term “withdrawal” as used herein, refers to the revocation of a request for approval of a regional standard, variance, interpretation or definition that has been approved by the NPCC Board of Directors and has not been filed with Applicable Governmental Authorities or has been filed but not yet approved by Applicable Governmental Authorities. The RSC may withdraw a regional standard, variance, interpretation or definition for good cause upon approval by the NPCC Board of Directors. Upon approval by the NPCC Board of Directors, the NPCC Manager of Reliability Standards will notify NERC Staff to petition the Applicable Governmental Authorities, as necessary, to allow for withdrawal.

5. RETIREMENT OF AN APPROVED NPCC REGIONAL STANDARD

The term “retirement” refers to the discontinuation of a regional standard, variance, interpretation or definition that: 1) has been approved by Applicable Governmental Authorities and 2) is not being superseded by or merged into a new or revised regional standard, interpretation or definition.

Upon identification of a need to retire a regional standard, variance, interpretation or definition, where the item will not be superseded by a new or revised version, a RSAR containing the proposal to retire a regional standard, variance, interpretation or definition will be posted for a comment period and ballot in the same manner as a Reliability Standard. The proposal shall include the rationale for the retirement and a statement regarding the impact of retirement on the reliability of the Bulk Electric System. Upon approval by the NPCC Members and the NPCC Board of Directors, the NPCC Manager of Reliability Standards shall submit the request for retirement to NERC, as the Electric Reliability Organization, for approval and to subsequently petition the Applicable Governmental Authorities to allow for retirement.

6. APPROVAL OF PROCESS WAIVER

While it is NPCC’s intent to adhere to this manual under normal circumstances, NPCC may need to develop a new or modified regional standard, implementation plan, variance, interpretation or definition under extenuating circumstances. Extenuating circumstances may include, but not be limited to, specific time constraint imposed by a regulatory body and urgent reliability issue that requires expedited handling outside of the normal regional Reliability Standards process.

The RSC, by two-thirds (2/3) majority vote, may waive any of the provisions contained in this manual for good cause shown, but limited to the following circumstances:

- Where necessary to meet regulatory deadlines
- Where necessary to address an urgent reliability issue identified by regulatory and/or governmental authorities, including response to national emergency declared by the United States or Canadian government that involves the reliability of the Bulk Electric System or cyber-attack on the Bulk Electric System
- Where necessary to meet deadlines imposed by the NPCC Board of Directors

- Where the RSC determines that a revision to a proposed regional standard, implementation plan, variance, interpretation or definition has already been vetted by the industry through the standards development process or is so insubstantial that developing the revision through the processes contained in this manual will add significant time delay without any corresponding benefit.

In no circumstances shall this provision be used to modify the requirements for achieving quorum or the voting requirements for approval of a standard.

A waiver request may be submitted to the RSC by any entity or individual, including NPCC committees or subgroups and NPCC Standards Staff. Prior to consideration of any waiver request, the NPCC Manager of Reliability Standards must provide notification to stakeholders at least five (5) business days prior to RSC consideration and action. Posting the waiver request on the NPCC website satisfies the notification provision.

Action on the waiver request will be included in the minutes of the RSC. Following the approval of the RSC to waive any provision of the regional Reliability Standards process, the Assistant Vice President Standards shall report the exercise of this waiver provision to the NPCC Board of Directors prior to adoption of the related Reliability Standard, interpretation, definition or variance. Actions taken pursuant to an approved waiver request will be posted on the NPCC Standards webpage.

In addition,

#### 7. PROCESS FOR CORRECTING ERRATA

From time to time, an error may be discovered in a regional standard after it has received final ballot approval by the NPCC ballot body. Such errors may be corrected by the RSC without re-balloting if the RSC agrees that the correction of the error does not change the scope or intent of the associated regional standard, and agrees that the correction has no material impact on the end users of the regional standard.

If the regional standard containing errata is pending approval by the NPCC Board of Directors, the corrected regional standard shall be presented to the NPCC Board for approval in lieu of the regional standard approved by the NPCC ballot body.

The NPCC Board of Directors has resolved to concurrently approve any errata approved by the RSC associated with a regional standard that has received prior approval by the NPCC Board. If the regional standard containing errata is:

- Pending filing with NERC for approval, the corrected regional standard approved by the RSC shall be filed with NERC for approval in lieu of the regional standard approved by the NPCC Board of Directors
- Filed with NERC for approval, then the correction shall be filed for approval with NERC

#### 8. APPEALS

Persons who have directly and materially affected interests and who have been or will be adversely affected by any substantive or procedural action or inaction related to the approval, revision, reaffirmation, or withdrawal of a regional standard (appellant) shall have the right to appeal. This appeals process applies only to the regional standards process as defined in this manual.

The burden of proof to show adverse effect shall be on the appellant. Appeals shall be made within thirty (30) calendar days of the date of the action purported to cause the adverse effect, except appeals for inaction, which may be made at any time. In all cases, the request for appeal must be made prior to the next step in the process.

The final decisions of any appeal shall be documented in writing and made public.

The appeals process provides two levels, with the goal of expeditiously resolving the issue to the satisfaction of the participants:

#### LEVEL 1 APPEAL

Level 1 is the required first step in the appeals process. The appellant submits a complaint in writing to the NPCC Manager of Reliability Standards that describes the substantive or procedural action or inaction associated with a Reliability Standard or the standards process. The appellant describes in the complaint the actual or potential adverse impact to the appellant. Assisted by any necessary NPCC Standards Staff and Committee resources, the NPCC Manager of Reliability Standards shall prepare a written response addressed to the appellant as soon as practical, but not more than forty-five (45) calendar days after receipt of the complaint. If the appellant accepts the response as a satisfactory resolution of the issue, both the complaint and response will be made a part of the public record associated with the standard and posted with the standard.

#### LEVEL 2 APPEAL

If after the Level 1 Appeal the appellant remains unsatisfied with the resolution, as indicated by the appellant in writing to the NPCC Manager of Reliability Standards, the NPCC Board of Directors shall appoint a five member panel to serve as a Level 2 Appeals Panel.

In all cases, Level 2 Appeals Panel members shall have no direct affiliation with the participants in the appeal.

The NPCC Manager of Reliability Standards shall post the complaint and other relevant materials and provide at least a thirty (30) calendar day notice of the meeting of the Level 2 Appeals Panel.

In addition to the appellant, any person that is directly and materially affected by the substantive or procedural action or inaction referenced in the complaint shall be heard by the panel. The panel shall not consider any expansion of the scope of the appeal that was not presented in the Level 1 Appeal. The panel may in its decision find for the appellant and remand the issue to the RSC with a statement of the issues and facts in regard to which unfair and/or inequitable action was taken, or which fair and/or equitable action was not taken. The panel may find for or against the appellant with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections. The panel may not, however, revise, approve, disapprove, or adopt a Reliability Standard. The actions of the Level 2 Appeals Panel shall be publicly posted.

In addition to the foregoing, a procedural objection that has not been resolved may be submitted to the NPCC Board of Directors for consideration at the time the Board decides whether to adopt a particular Reliability Standard. The objection must be in writing, signed by an officer of the objecting entity, and contain a concise statement of the relief requested and a clear demonstration

of the facts that justify that relief. The objection must be filed no later than thirty (30) calendar days after the announcement of the vote on the standard in question.

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**APPENDIX A: RSAR COMPLETION GUIDELINES**

The Requester shall complete a RSAR form in accordance with the guidance provided below.

The RSAR, at a minimum, shall contain information in the required fields in order to be qualified for consideration. The NPCC Manager of Reliability Standards will assist the Requester to ensure all required information is submitted on the RSAR.

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**Information in a Regional Standard Authorization Request (RSAR)**

The tables below identify information to be submitted in a Regional Standard Authorization Request to the NPCC Manager of Reliability Standards, at [npccstandard@npcc.org](mailto:npccstandard@npcc.org). The NPCC Manager of Reliability Standards shall be responsible for implementing and maintaining this form as needed to support the information requirements of the standards process.

**Regional Standard Authorization Request Form**

Title of Proposed Standard:	<i>[Required Field]</i>
Request Date:	<i>[Required Field]</i>

**RSAR Requester Information**

Name:	<i>[Required Field]</i>	<b>RSAR Type (Check box for one of these selections.)</b>	
Company:	<i>[Required Field]</i>	<input type="checkbox"/>	New Standard
Telephone:	<i>[Required Field]</i>	<input type="checkbox"/>	Revision to Existing Standard
Fax:		<input type="checkbox"/>	Withdrawal of Existing Standard
Email:	<i>[Required Field]</i>	<input type="checkbox"/>	Urgent Action

<p><b>Purpose:</b> (Describe the purpose of the proposed standard – what the standard will achieve in support of reliability.)</p> <p><i>[Required Field]</i></p>
<p><b>Industry Need:</b> (Provide a detailed statement justifying the need for the proposed standard, along with a technical justification and any supporting documentation.)</p> <p><i>[Required Field -- must include technical justification (relevant studies, documentation, etc.) for a new standard or revision to an existing standard.]</i></p>

**Brief Description:** (Describe the proposed standard in sufficient detail to clearly define the scope in a manner that can be easily understood by others.)

*[Required Field]*

**Reliability Functions** *[Required Field]*

<b>The Standard will Apply to the Following Functions</b> (Check all applicable boxes.)		
<input type="checkbox"/>	Reliability Coordinator	The entity that is the highest level of authority who is responsible for the reliable operation of the Bulk Electric System, has the Wide Area view of the Bulk Electric System, and has the operating tools, processes and procedures, including the authority to prevent or mitigate emergency operating situations in both next-day analysis and real-time operations. The Reliability Coordinator has the purview that is broad enough to enable the calculation of Interconnection Reliability Operating Limits, which may be based on the operating parameters of transmission systems beyond any Transmission Operator’s vision.
<input type="checkbox"/>	Balancing Authority	The responsible entity that integrates resource plans ahead of time, maintains load-interchange-generation balance within a Balancing Authority Area, and supports Interconnection frequency in real time.
<input type="checkbox"/>	Interchange Authority	Authorizes valid and balanced Interchange Schedules.
<input type="checkbox"/>	Planning Authority	The responsible entity that coordinates and integrates transmission facility and service plans, resource plans, and protection systems.
<input type="checkbox"/>	Transmission Service Provider	The entity that administers the transmission tariff and provides Transmission Service to Transmission Customers under applicable transmission service agreements.
<input type="checkbox"/>	Transmission Owner	The entity that owns and maintains transmission facilities.
<input type="checkbox"/>	Transmission Operator	The entity responsible for the reliability of its “local” transmission system, and that operates or directs the operations of the transmission facilities.
<input type="checkbox"/>	Transmission Planner	The entity that develops a long-term (generally one year and beyond) plan for the reliability (adequacy) of the interconnected bulk electric transmission systems within its portion of the Planning Authority Area.
<input type="checkbox"/>	Resource Planner	The entity that develops a long-term (generally one year and beyond) plan for the resource adequacy of specific loads (customer demand and energy requirements) within a Planning Authority Area.
<input type="checkbox"/>	Generator Operator	The entity that operates generating unit(s) and performs the functions of supplying energy and Interconnected Operations Services.
<input type="checkbox"/>	Generator Owner	Entity that owns and maintains generating units.

<input type="checkbox"/>	Purchasing-Selling Entity	The entity that purchases or sells, and takes title to, energy, capacity, and Interconnected Operations Services. Purchasing-Selling Entities may be affiliated or unaffiliated merchants and may or may not own generating facilities.
<input type="checkbox"/>	Distribution Provider	Provides and operates the “wires” between the transmission system and the customer.
<input type="checkbox"/>	Load-Serving Entity	Secures energy and transmission service (and related Interconnected Operations Services) to serve the electrical demand and energy requirements of its end-use customers.

## Reliability and Market Interface Principles

<b>Applicable Reliability Principles</b> <i>(Check all boxes that apply.)</i>	
<input type="checkbox"/>	1. Interconnected Bulk Electric System shall be planned and operated in a coordinated manner to perform reliably under normal and abnormal conditions as defined in the NERC Standards.
<input type="checkbox"/>	2. The frequency and voltage of interconnected Bulk Electric System shall be controlled within defined limits through the balancing of real and reactive power supply and demand.
<input type="checkbox"/>	3. Information necessary for the planning and operation of interconnected Bulk Electric System shall be made available to those entities responsible for planning and operating the systems reliably.
<input type="checkbox"/>	4. Plans for emergency operation and system restoration of interconnected Bulk Electric System shall be developed, coordinated, maintained, and implemented.
<input type="checkbox"/>	5. Facilities for communication, monitoring, and control shall be provided, used, and maintained for the reliability of interconnected Bulk Electric System.
<input type="checkbox"/>	6. Personnel responsible for planning and operating interconnected Bulk Electric System shall be trained, qualified, and have the responsibility and authority to implement actions.
<input type="checkbox"/>	7. The security of the interconnected Bulk Electric System shall be assessed, monitored, and maintained on a wide-area basis.
<b>Does the proposed Standard comply with all of the following Market Interface Principles?</b> <i>(Select ‘yes’ or ‘no’ from the drop-down box.)</i>	
Recognizing that reliability is a Common Attribute of a robust North American economy:	
1.	A reliability standard shall not give any market participant an unfair competitive advantage. Yes
2.	A reliability standard shall neither mandate nor prohibit any specific market structure. Yes
3.	A reliability standard shall not preclude market solutions to achieving compliance with that standard. Yes

4. A reliability standard shall not require the public disclosure of commercially sensitive information. All market participants shall have equal opportunity to access commercially non-sensitive information that is required for compliance with reliability standards. Yes

**Detailed Description:** (Provide enough detail so that an independent entity familiar with the industry could draft a standard based on this description.)

*[Required Field – Provide: 1) Necessary information to assist the Drafting Team (which is to include relevant study results and documentation), to the extent feasible, to allow them to draft the standard, 2) Any existing known cross references to NPCC or NERC documents and 3) Technical background for the RSAR to properly address the need for the standard.]*

**Related Standards** *[Required Field, to extent known]*

Standard No.	Explanation

**Related SARs or RSARs** *[Required Field, to extent known]*

SAR ID	Explanation

**APPENDIX B: SELECTION OF DRAFTING TEAM MEMBERS**

A regional standard Drafting Team shall be comprised of Subject Matter Experts (SMEs) from NPCC Task Forces and Working Groups as determined by the RCC, and from industry. The guidelines provided herein primarily address overall team requirements and more specifically those of a SME.

Formal membership on a Drafting Team should be reserved only for those individuals who intend to work consistently, diligently, and professionally on what is required to be done for a regional standard. Drafting Team members are expected to contribute meaningfully to the ongoing development of the standard.

Drafting team members must be:

- Committed to participating in scheduled Drafting Team meetings, teleconferences, as well as industry outreach (e.g., workshops and webinars)
- Willing to lead teams / sub-teams, as necessary
- Champions for standard development and promoters of the approval of the standard
- Open to consider the comments of others and provide constructive feedback

Subject Matter Experts should possess the necessary expertise and knowledge regarding the topic of the standard. The SMEs should represent a cross section of the registered entities applicable to the standard under development as well as geographical areas within the NPCC footprint.

Industry stakeholders may nominate themselves for consideration by the NPCC Regional Standards Committee (RSC) for the specific Drafting Team vacancies by completing the following Drafting Team Self Nomination form and submitting it to NPCC Manager of Reliability Standards, at [npcstandard@npcc.org](mailto:npcstandard@npcc.org).

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**Nomination Form for NPCC [Name of Drafting Team] Drafting Team**

Please return this form as soon as possible. If you have any questions, please contact the NPCC Standards Staff at [npcstandard@npcc.org](mailto:npcstandard@npcc.org).

By submitting the following information you are indicating your willingness and agreement to actively participate in the Drafting Team meetings if appointed to the Drafting Team by the NPCC Regional Standards Committee (RSC). This means that if you are appointed to the DT you are expected to attend all (or at least the vast majority) of the face-to-face DT meetings as well as participate in all the DT meetings held via conference calls. Failure to do so shall result in your removal from the DT.

Name:	
Organization:	
Address:	
Telephone:	

E-mail:																							
<b>Please briefly describe your experience and qualifications to serve on the requested Drafting Team.</b>																							
<p><b>If you are currently a member of any NERC or Regional drafting teams, please list each team here.</b></p> <p><input type="checkbox"/> Not currently on any active SAR or standard drafting team.</p> <p><input type="checkbox"/> Currently a member of the following SAR or standard drafting team(s):</p>																							
<p><b>If you previously worked on any drafting team please identify the team(s).</b></p> <p><input type="checkbox"/> No prior NERC or Regional SAR or standard drafting team experience.</p> <p><input type="checkbox"/> Prior experience on the following team(s):</p>																							
<b>Select each NERC Region that you represent:</b>	<b>Select each Industry Segment that you represent:</b>																						
<input type="checkbox"/> ERCOT <input type="checkbox"/> FRCC <input type="checkbox"/> MRO <input type="checkbox"/> NPCC <input type="checkbox"/> RFC <input type="checkbox"/> SERC <input type="checkbox"/> SPP <input type="checkbox"/> WECC <input type="checkbox"/> NA – Not Applicable	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;"><input type="checkbox"/></td><td>1 — Transmission Owners</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>2 — RTOs, ISOs</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>3 — Load-serving Entities</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>4 — Transmission-dependent Utilities</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>5 — Electric Generators</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>6 — Electricity Brokers, Aggregators, and Marketers</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>7 — Large Electricity End Users</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>8 — Small Electricity End Users</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>9 — Federal, State, and Provincial Regulatory or other Government Entities</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>10 — Regional Reliability Organizations and Regional Entities</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>NA – Not Applicable</td></tr> </table>	<input type="checkbox"/>	1 — Transmission Owners	<input type="checkbox"/>	2 — RTOs, ISOs	<input type="checkbox"/>	3 — Load-serving Entities	<input type="checkbox"/>	4 — Transmission-dependent Utilities	<input type="checkbox"/>	5 — Electric Generators	<input type="checkbox"/>	6 — Electricity Brokers, Aggregators, and Marketers	<input type="checkbox"/>	7 — Large Electricity End Users	<input type="checkbox"/>	8 — Small Electricity End Users	<input type="checkbox"/>	9 — Federal, State, and Provincial Regulatory or other Government Entities	<input type="checkbox"/>	10 — Regional Reliability Organizations and Regional Entities	<input type="checkbox"/>	NA – Not Applicable
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<input type="checkbox"/>	NA – Not Applicable																						
<b>Select each Function<sup>18</sup> in which you have current or prior expertise:</b>																							
<input type="checkbox"/> Balancing Authority <input type="checkbox"/> Compliance Enforcement Authority <input type="checkbox"/> Distribution Provider <input type="checkbox"/> Generator Operator <input type="checkbox"/> Generator Owner <input type="checkbox"/> Interchange Authority <input type="checkbox"/> Load-serving Entity <input type="checkbox"/> Market Operator <input type="checkbox"/> Planning Coordinator	<input type="checkbox"/> Transmission Operator <input type="checkbox"/> Transmission Owner <input type="checkbox"/> Transmission Planner <input type="checkbox"/> Transmission Service Provider <input type="checkbox"/> Purchasing-selling Entity <input type="checkbox"/> Reliability Coordinator <input type="checkbox"/> Reliability Assurer <input type="checkbox"/> Resource Planner																						

<sup>18</sup> These functions are defined in the NERC [Functional Model](#), which is downloadable from the NERC website.

<b>Provide the names and contact information for two references who could attest to your technical qualifications and your ability to work well in a group.</b>			
Name:		Telephone:	
Organization:		E-mail:	
Name:		Telephone:	
Organization:		E-mail:	

## **APPENDIX C: MAINTENANCE OF REGIONAL STANDARDS AND PROCESS**

NPCC regional standards and the Regional Standards Process Manual are living documents that will be updated periodically to remain current and viable (e.g., respond to changing conditions, as well as to incorporate lessons learned and process improvements).

### **MAINTENANCE OF REGIONAL STANDARDS**

NPCC regional standards will be posted for open process review by the RSC for possible revision at least once every five (5) years after the first regulatory approval and follow the same process as in the case of a new standard. If no changes are warranted, the Regional Standards Committee (RSC) shall recommend to the NPCC Board that the standard be reaffirmed. If the review indicates a need to revise or retire a regional standard, a Regional Standard Authorization Request shall be prepared by the RSC and submitted in accordance with the NPCC regional standards process. The existing, approved standard subject to revision will remain in effect until such time as the revised version has received FERC or applicable Provincial Governmental Authorities approvals, as appropriate, at which time it will be retired in accordance with any applicable implementation plan associated with the newly approved regional standard.

### **MAINTENANCE OF THE REGIONAL STANDARDS PROCESS**

This NPCC Regional Standards Process will be reviewed for possible revision at least once every five (5) years, or more frequently if needed, and subject to the same procedure as applies to the development of a Regional Standard. All such revisions shall be subject to approval by the NPCC Board of Directors, NERC Board of Trustees, FERC, and may be subject to approval, if required, by Applicable Governmental Authorities in Canada.