

PJM Spring System Restoration Drill SharePoint User Guide

Spring 2018

Revision: 1

Effective Date: May 7, 2018



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Introduction

Welcome this guide will show you how to navigate the System Restoration Drill SharePoint. System Restoration Drill SharePoint is an internet environment that allows the participants in the annual PJM RTO Spring Restoration Drill to experience real-time access to contact information and procedures required during the drill. This environment is totally isolated from all production environment and all forms and documents are for exercise purpose only.

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Overview

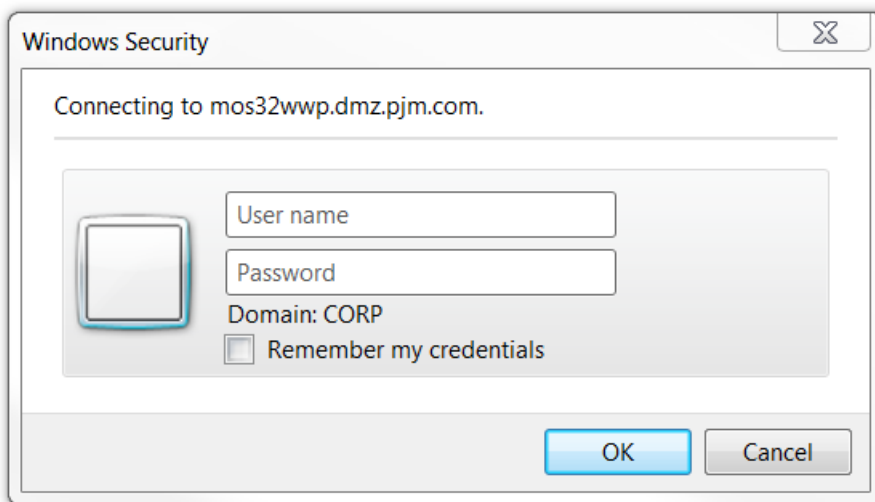
Login

Click on the following link and log in: [Sharepoint Link](#)

Or copy and paste this link

<https://connect.pjm.com/Restoration-Drill/default.aspx>

Log on with your credentials. The login page should look like this.



This will bring you to the Home Page for the SharePoint Link

[Type text]

FOR EXERCISE PURPOSES ONLY

Welcome to 2018 PJM RTO Spring Restoration Drill!

This site is an internet environment that allows participants in the annual PJM RTO Spring Restoration Drill to experience real-time access to contact information and procedures required during the drill. This environment is totally isolated from all production environments and all forms and documents are for exercise purposes only.

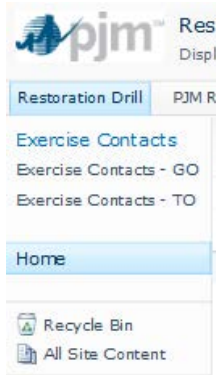
Company	Primary Phone Number	Secondary Phone Number	Tertiary Phone Number
APJ	(800) 355-1212		
AE	(800) 355-1212		
BGE	(800) 355-1212		
BPCC	(800) 355-1212		
COMED	(800) 355-1212		
Dalmanva	(800) 355-1212		
Dayton	(800) 355-1212		
Duquesne	(800) 355-1212		
Public Service	(800) 355-1212		
FE East	(800) 355-1212		
FE West	(800) 355-1212		
FE South	(800) 355-1212		
UGI	(800) 355-1212		
RBCO	(800) 355-1212		
Dominion	(800) 355-1212		
AMJ	(800) 355-1212		
OSOK	(800) 355-1212		
CPP	(800) 355-1212		
BPC	(800) 355-1212		
PECO	(800) 355-1212		
AGS Power Marketing - East	(800) 355-1212		
AGS Power Marketing - Midwest	(800) 355-1212		
AP GEN	(800) 355-1212		
American Municipal Power Inc.	(800) 355-1212		
Beach Front Energy	(800) 355-1212		
Brookfield Energy Marketing LP	(800) 355-1212		
Calpine Energy Services	(800) 355-1212		
Chesapeake Energy Services	(800) 355-1212		

Links

At the top of the website you access various links

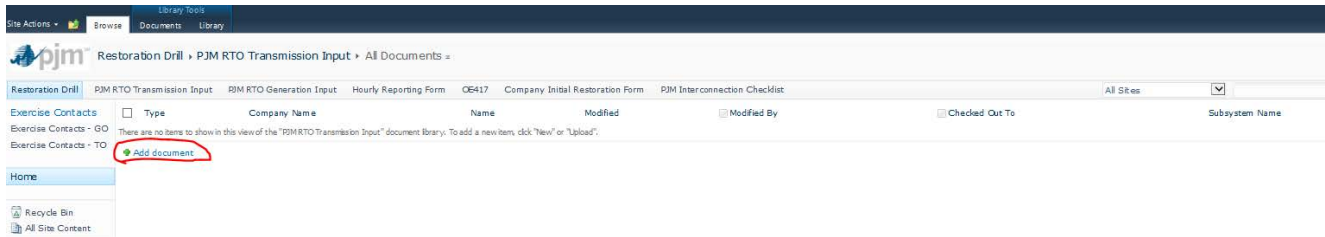
On the left hand side you can access the contact list for various Generation and Transmission owners.

[Type text]



PJM RTO Transmission Input and PJM RTO Generation Input

1. Go to the top of the page and click on the link. I will be walking you through a PJM RTO Transmission Input Report.
2. If you never create a document please hit 'Add Document' located at the bottom.



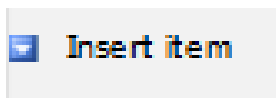
3. You will be redirected to a similar page like below

[Type text]

****** FOR EXERCISE PURPOSES ONLY ******
PJM RTO Spring Restoration Drill 2018
Transmission Input for TO

COMPANY NAME	AEP
SUBSYSTEM NAME	Subsystem Test 1
Line Name	Line Test 1
Voltage	161KV
Effective Date	5/7/2018
Effective Time	9:28:39 AM
Have you made ANY changes to this transmission line since the last time you entered data?	No
Entry Reviewed by PJM?	No
Line Name	Line Test 2
Voltage	230KV
Effective Date	5/7/2018
Effective Time	9:38:36 AM
Have you made ANY changes to this transmission line since the last time you entered data?	Select...
Entry Reviewed by PJM?	Yes
Line Name	Line Test 3
Voltage	500KV
Effective Date	5/7/2018
Effective Time	9:38:36 AM
Have you made ANY changes to this transmission line since the last time you entered data?	Yes
Entry Reviewed by PJM?	No
Line Name	Line Test 4
Voltage	Select...

4. Now fill out the form with the requested information.
5. If you need more forms for additional lines, scroll down to the bottom of the page and click on the blue arrow that reads 'insert item'. It will look like this.



6. If you have too many boxes, simply hover your mouse over the unwanted boxes and a small gray arrow similar to the blue one will show up in the top left corner of the box.

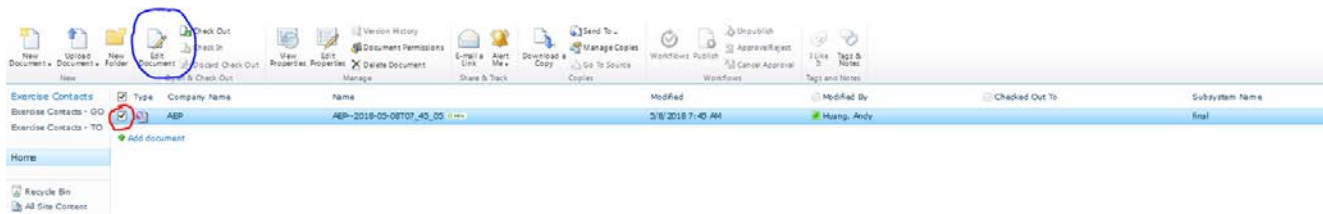
[Type text]

Line Name	Line Test 1
Voltage	161KV
Effective Date	5/7/2018
Effective Time	9:28:39 AM
Have you made ANY changes to this transmission line since the last time you entered data?	No
Entry Reviewed by PJM?	No

Line Name	Line Test 2
Voltage	230KV

Click on the small gray arrow and a small drop down menu will be provided for you to insert boxes before and after the selected box or delete the selected box.

- Finalize the form with additional comments and hit the submit box at the bottom of the page. **Please do not change the 'Entry Reviewed by PJM' box. This will be highlighted in yellow.**
- After submitting the form, you will be redirect back to the PJM RTO Transmission Input Report window with all the forms that has been filled out.
- You can edit your document by selecting your document using the white boxes located to the left of your file (circled in red) and then click on edit located on the toolbar (circled in blue).



- When you hit 'Edit Document', it will open up a window with the form you previously filled out. Edit the form as desired and hit the save button located at the top left corner and close the document.
 - Please do not hit submit as this will create an entirely new form.**
 - Please contact PJM if you made any changes to a line or generator and please select YES in the checkbox. This is very important for the Generation Input.**

Have you made ANY changes to this transmission line since the last time you entered data?	Yes
---	-----

[Type text]

- c. Please do not change the 'Entry Reviewed by PJM' box. This will be highlighted in yellow.

Hourly Reporting Form

1. You can access the Hourly Reporting Form from the top of the website.
2. Please create a new file by selecting the 'Add document' located at the bottom of the screen. You will be redirect to an Hourly Reporting Form.

**** FOR EXERCISE PURPOSES ONLY ****

PJM RTO Spring Restoration Drill 2018

Hourly Reporting Form

COMPANY NAME	AEP
DATE OF REPORT	5/7/2018
TIME OF REPORT	9:53:03 AM
Generation Capacity (MWs)	100
Generation Output (MWs)	50
Number of Subsystems	3
Total Customer Load Restored	25
Percentage of Customer Load Restored (%)	10
Interconnection Status (Yes or No)	No
Who are you Interconnected with?	N/A
Comments	

Submit

3. Fill out the form with the requested information.
4. Finalize the form with additional comments and hit submit.
5. You can edit your document by selecting your document using the white boxes located to the left of your file and then click on edit located on the toolbar at the top of the page.
6. When you hit 'Edit Document', it will open up a window with the form you previously filled out. Edit the form as desired and hit the save button located at the top left corner and close the document.

- a. Please do not hit submit as this will create an entirely new form.

[Type text]

OE417

1. The OE417 forms are located on the link at the top of the page.
2. Create a new file and it will look similar to this.

U.S. Department of Energy Electricity Delivery and Energy Reliability Form OE-417	***THIS FORM IS FOR DRILL PURPOSE ONLY!*** ELECTRIC EMERGENCY INCIDENT AND DISTURBANCE REPORT	Form Approved OMB No. 1901-0288 Approval Expires 03/31/2018 Burden Per Response: 2.16 hours
NOTICE: This report is mandatory under Public Law 93-275. Failure to comply may result in criminal fines, civil penalties and other sanctions as provided by law. For the sanctions and the provisions concerning the confidentiality of information submitted on this form, see General Information portion of the instructions. Title 18 USC 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.		
RESPONSE DUE: Within 1 hour of the incident, submit Schedule 1 and lines 13-17 in Schedule 2 as an Emergency Alert report if criteria 1-8 are met. Within 6 hours of the incident, submit Schedule 1 and lines 13-17 in Schedule 2 as a Normal Report if only criteria 9-12 are met. Submit updates as needed and a final report (all of Schedules 1 and 2) within 72 hours of the incident.		
METHODS OF FILING RESPONSE		
(Retain a completed copy of this form for your files.)		
Online:	Submit your form via online submission using the link at https://www.oe.net.doe.gov/OE417/ - THIS LINK IS FOR TESTING PURPOSES ONLY	
FAX:	FAX your Form OE-417 to the following facsimile number: (202) 586-8485.	
Telephone:	If you are unable to e-mail or fax the form, please call and report the information to the following telephone number: (202) 586-8100.	
SCHEDULE 1 -- ALERT NOTICE (page 1 of 3)		
Criteria for Filing (Check all that apply)		
See Instructions For More Information		
If any box 1-8 on the right is checked, this form must be filed within 1 hour of the incident; check Emergency Alert (for the Alert Status) on Line 1 below:	<ol style="list-style-type: none">1. <input type="checkbox"/> Physical attack that causes major interruptions or impacts to critical infrastructure facilities or to operations2. <input type="checkbox"/> Cyber event that causes interruptions of electrical system operations3. <input type="checkbox"/> Complete operational failure or shut-down of the transmission and/or distribution electrical system <input type="checkbox"/> Electrical System Separation (Islanding) where part or parts of a power grid remain(s) operational in an otherwise blacked out area or within the partial failure of an integrated electrical system4. <input type="checkbox"/> Uncontrolled loss of 300 Megawatts or more of firm system loads for more than 15 minutes from a single incident5. <input type="checkbox"/> Load shedding of 100 Megawatts or more implemented under emergency operational policy6. <input type="checkbox"/> System-wide voltage reductions of 3 percent or more7. <input type="checkbox"/> Public appeal to reduce the use of electricity for purposes of maintaining the continuity of the electric power system	
If any box 9-12 on the right is checked AND none of the boxes 1-8 are checked, this form must be filed within 6 hours of the incident; check Normal Alert (for the Alert Status) on Line 1 below:	<ol style="list-style-type: none">1. <input type="checkbox"/> Physical attack that could potentially impact electric power system adequacy or reliability; or vandalism which targets components of any security systems2. <input type="checkbox"/> Cyber event that could potentially impact electric power system adequacy or reliability3. <input type="checkbox"/> Loss of electric service to more than 50,000 customers for 1 hour or more4. <input type="checkbox"/> Fuel supply emergencies that could impact electric power system adequacy or reliability	
If significant changes have occurred after filing the initial report, re-file the form with the changes and check Update (for the Alert Status) on Line 1 below:		

3. Finalize the form with additional comments and hit submit.
4. You can edit your document by selecting your document using the white boxes located to the left of your file and then click on edit located on the toolbar at the top of the page.
5. When you hit 'Edit Document', it will open up a window with the form you previously filled out. Edit the form as desired and hit the save button located at the top left corner and close the document.

[Type text]

- a. Please do not hit submit as this will create an entirely new form.

Company Initial Restoration Form

1. This form can be access through the link located on the top of the site. Please create a new file.
2. The Company Initial Restoration Report will look like this

*** FOR EXERCISE PURPOSES ONLY ***		
COMPANY INITIAL RESTORATION REPORT		
Reporting Company:	AEP	Date: 5/7/2018
Reporting Contact:	Esrick McCartha	Time: 9:38:57 AM
Generation Lost (Capacity):		
	100	MW
Generation Still Operating (Capacity):		
	50	MW
Generation Still Operating (Energy):		
	40	MW
# of Generators on Line:		
	4	
# of Subsystems (Islands):		
	2	
Customers Load Lost:		
	10	MW
% of Customer Load Lost:		
	2	%
# of Customers lost in (000):		
	1	THS.
% of Customers Lost:		
	5	%
Total Restoration Expected to be Completed by, Date/Time:		
	5/7/2018	9:38:57 AM
Equipment Damage:		
	The is just a test	
Comments (Any outside ties with syst ems ext ernal to PJM that may have survived, etc.):		
	Not at this time	
Capacity-Rated Load Carrying Capability:		
	125	
Capacity - Rated Load Carrying Capabillity Energy - MW Loading on a Machine		
<input type="button" value="Submit"/>		

3. Complete the form with the requested information and hit submit.
4. You can edit your document by selecting your document using the white boxes located to the left of your file and then click on edit located on the toolbar at the top of the page.
5. When you hit 'Edit Document', it will open up a window with the form you previously filled out. Edit the form as desired and hit the save button located at the top left corner and close the window.
 - a. Please do not hit submit as this will create an entirely new form.

[Type text]

PJM Interconnection Checklist

1. This checklist will be located at the top of the site.
2. The PJM Interconnection Checklist will look like this.

PJM Interconnection Checklist										
Member company: AEP										
DATE: 5/7/2018	9:43:35 AM	DATE: 5/7/2018	9:43:35 AM							
ISLAND "A": Island A Test		ISLAND "B": Island B Test								
CONTACT: Esrick McCartha		CONTACT: Esrick McCartha								
INFORMATION EXCHANGE										
1	Are you currently interconnected?			ISLAND "A"		ISLAND "B"				
2	If YES, which company (ies): ConEd,			Yes <input checked="" type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input checked="" type="radio"/>			
3	Existing Tie-Line Schedules:									
	FROM: 5/7/2018	To: 5/8/2018	10	MW	20	MW				
	FROM: 5/7/2018	To: 5/9/2018	30	MW	40	MW				
4	Do you need start-up power?			Yes <input type="radio"/>	No <input checked="" type="radio"/>	Yes <input checked="" type="radio"/>	No <input type="radio"/>			
	4a	If YES, how much?			MW	2	MW			
5	Can you supply energy?			Yes <input checked="" type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input checked="" type="radio"/>			
	5a	If YES, how much?		3	MW		MW			
LOAD INFORMATION										
6	Load Restored:			20	MW	25	MW			
	6a	% of Load Restored		10	%	15	%			
7	Load Restored With Underfrequency Relaying Enabled			20	MW	30	MW			
				3	%	5	%			
				59.8	Hz	MW	59.6	Hz	59.7	MW
				59.8	Hz	MW	59.6	Hz	59.7	MW
	59.8	Hz	MW	59.6	Hz	59.7	MW			
7a	Total Load Restored w/ Underfrequency Relaying In-Service:		10	MW	20	MW				
CAPACITY/ENERGY INFORMATION										
8	Largest Energy Contingency			30	MW	40	MW			
9	Generation On-Line: Total Capacity			12	MW	15	MW			
10	Generation On-Line: Energy			10	MW	12	MW			
11	Synchronous (Spinning) Reserve (Not including Load Shedding):			5	MW	7	MW			
12	Governor Reserve:			3	MW	4	MW			
13	Total Dynamic Reserve: (Governor Reserve+ Total Restored Underfrequency Relaying) (Row 7a + 12) (N/A if company is tied to Eastern Interconnection)			13	MW	24	MW			

3. Complete the form with the requested information and hit submit.
4. You can edit your document by selecting your document using the white boxes located to the left of your file and then click on edit located on the toolbar at the top of the page.
5. When you hit 'Edit Document', it will open up a window with the form you previously filled out. Edit the form as desired and hit the save button located at the top left corner and close the window.

[Type text]

- a. Please do not hit submit as this will create an entirely new form.

Exercise Contacts

1. On the left side of the webpage you can hit on the various links to access the contacts of the Transmission Owners.

