

Switching Protocol

August 16, 2010

This document outlines the protocol to be followed between Rocky Mountain Power and Heber Light & Power when performing work on those facilities where both Heber Light & Power and Rocky Mountain Power have equipment and lines.

1.0 Definitions

Clearance	A guarantee from the dispatching entity to an individual that all known possible sources to a circuit have been opened, locked where equipment allows, and tagged out; and that they will remain open until the individual releases the clearance. Circuits covered by clearances cannot be re-energized through the tagged switch, even by the qualified person issued the clearance until directed to do so by the dispatcher.
Dispatcher	A person qualified to issue switching orders on substation and line equipment either by remotely controlling the switching and equipment operation through a SCADA computer system or by issuing orders to qualified field personnel using applicable communication equipment such as telephone or radio.
Hold	A guarantee from the dispatching entity to an individual that the reclosing equipment on a field recloser or circuit breaker has been switched to the non-reclosing position and tagged. The tag will not be removed and the setting will not be changed until after the individual has released the hold to the dispatcher and then only when directed to do so by the dispatcher.
Qualified Person	Any person designated as qualified through training and experience. Qualified persons may be employees or contractors. In general, qualified persons are journeymen linemen or other switching qualified personnel.
Switching Order	A written or verbal set of instructions designed to facilitate safe switching or operation of equipment, given by the dispatcher to a qualified employee or switchman.
Tagged Out	A condition where a switch or equipment has been labeled with either an electronic (SCADA) or physical tag, as required by local safety rules, to prohibit operation by any person until directed by the dispatcher.

Terminal Clearance

A guarantee from a dispatching entity to an individual or requesting dispatcher from another utility of isolation of equipment in a line or substation. The terminal clearance assures the individual or requesting dispatcher from another utility that the equipment is open, properly cleared and tagged according to local procedures, and that it will not be energized until a release or cancellation of the terminal clearance is given by the individual or requesting dispatcher who received the terminal clearance.

With a terminal clearance, there may be additional sources not under the dispatcher's control where the circuit may become energized such as co-generation at a customer's facility.

Three-way Communication

The three-way communication system is the switching technique where instructions or actions are given to an individual by the dispatcher and then repeated back to the dispatcher by the person who received them. The person giving the instruction then acknowledges the correctness of the instructions and work proceeds. If the person receiving the instruction does not repeat the instruction correctly, the dispatcher will let the person know it was repeated incorrectly and start the process over. Once the instruction is repeated correctly, the switching may be performed.

After the switching action has been completed, the communication process occurs with the individual notifying the dispatcher of the work performed, receiving acknowledgment from the dispatcher of the switching performed and the individual confirming the correctness of the work done.

2.0 Outages and Switching Requests

2.1 Emergency Situation on Heber Light & Power Equipment

- 2.1.1 During emergency situations involving Heber Light & Power equipment, notification by Heber Light & Power to Rocky Mountain Power dispatch shall occur as quickly as possible.
- 2.1.2 This notification will include information about the problem and actions taken to isolate the problem and restore power.
- 2.1.3 As necessary, and if possible, Heber Light & Power and Rocky Mountain Power will work together to restore power using local restoration policies and procedures.
- 2.1.4 Heber Light & Power will notify Rocky Mountain Power dispatch by calling 801-220-6930.

2.2 Emergency Situation on Rocky Mountain Power Equipment

- 2.2.1 During emergency situations involving Rocky Mountain Power equipment, notification by Rocky Mountain Power to Heber Light & Power dispatch shall occur as quickly as possible.
- 2.2.2 This notification will include information about the problem and actions taken to isolate the problem and restore power.
- 2.2.3 As necessary, and if possible, Heber Light & Power and Rocky Mountain Power will work together to restore power using local restoration policies and procedures.
- 2.2.4 Rocky Mountain Power dispatch will notify Heber Light & Power by calling the Heber Light & Power dispatch center at 435-654-2913.

2.3 Scheduled Outages on Heber Light & Power Equipment

- 2.3.1 When Heber Light & Power requires a scheduled outage on their equipment, they will notify their Rocky Mountain Power account manager of the need.
- 2.3.2 The account manager will then work with the local Rocky Mountain Power field personnel to determine Rocky Mountain Power's need to be involved.
- 2.3.3 If Rocky Mountain Power needs to be involved, but no switching of Rocky Mountain Power equipment is necessary (i.e. a hold is all that is required), Rocky Mountain Power area personnel may call the Rocky Mountain Power dispatch center the day of the switching to request a hold on the affected circuit.
- 2.3.4 If Rocky Mountain Power needs to be involved, and switching on Rocky Mountain Power equipment will be required, local Rocky Mountain Power field personnel will submit a COMPASS request following the COMPASS request submittal process. The request will include information about the work Heber Light & Power will be doing and the extent of Rocky Mountain Power's involvement.
- 2.3.5 The COMPASS request will need to be submitted a minimum of three working days in advance for distribution work and five working days in advance for sub-transmission work. This means the pre-submittal work will need to be done several days ahead of the submittal deadlines. Working days are defined as Monday-Friday not counting holidays or weekends.

2.4 Scheduled Outages on Rocky Mountain Power Equipment

- 2.4.1 When Rocky Mountain Power requires a scheduled outage on their equipment, they will notify the Rocky Mountain Power account manager for Heber City of the need.

- 2.4.2 The account manager will facilitate discussions between Heber Light & Power and the local Rocky Mountain Power field personnel to determine Heber Light & Power's need to be involved.
- 2.4.3 If Heber Light & Power needs to be involved, they will perform necessary switching function on their equipment using their internal policies and procedures.
- 2.4.4 After the discussions with Heber Light & Power have concluded, local Rocky Mountain Power field personnel will submit a COMPASS request following the COMPASS request submittal process. The request will include information about the work Rocky Mountain Power will be doing and the extent of Heber Light & Power's involvement.
- 2.4.5 The COMPASS request will need to be submitted a minimum of three working days in advance for distribution work and five working days in advance for sub-transmission work. This means the pre-submittal work will need to be done several days ahead of the submittal deadlines. Working days are defined as Monday-Friday not counting holidays or weekends.

3.0 Switching Orders

- 3.1 For facilities and equipment where no ties between Rocky Mountain Power and Heber Light & Power exist, each company will develop their own switching orders for operation of their equipment.
- 3.2 For facilities and equipment where potential ties between Rocky Mountain Power and Heber Light & Power exist, the two companies will meet to jointly develop switching orders for use in switching the joint facilities. Once developed these switching orders will be reviewed and approved by appropriate personnel from both companies.
- 3.3 Switching orders for use in switching these joint facilities will not be used unless and until they have been approved by appropriate personnel from both companies.
- 3.4 Rocky Mountain Power and Heber Light & Power personnel will regularly meet to review existing switching orders for revision and determine if additional orders need to be written. The frequency of these meetings will be jointly determined by those assigned to this task but shall be no less than once a year.
- 3.5 The number of participants in the annual switching order meeting and who is assigned to this task shall be determined by management personnel of Rocky Mountain power and Heber Light & Power.

4.0 Contact List

- 4.1 Contact lists will be developed for Rocky Mountain Power and Heber Light & Power and included with the joint switching orders that will be developed.