

Standard Operating Procedures #10 - REPORTS TO THE SYSTEM OPERATOR

INTRODUCTION

The System Operations' office is responsible for the overall operation of the Empire Electric electrical system. This includes monitoring transmission, substation, generation, and distribution operations to assure system reliability, continuity of service, safety to personnel and the public, and the proper dissemination of information concerning events affecting Empire Electric's operation.

Empire Electric personnel are responsible for reporting any occurrence that has or might have an affect on the company's operating capability. These reports must be prompt to assure that the System Operator has time to initiate proper corrective action, and so that the other departments within Empire Electric or neighboring utilities are properly notified.

CIRCUIT INTERRUPTIONS

1. Interruptions on all lines will be reported as soon as possible.
2. Circuit interruption details should include:
 - A. Time or estimated time trouble occurred.
 - B. Line name, station, or stations where line relayed.
 - C. Relay targets, fault recorder operations, and stations interrupted.
 - D. Weather conditions.
 - E. Cause of interruption, if known.

STATION AND STATION EQUIPMENT INTERRUPTIONS

1. Report all relay operations or station interruptions.
2. Station and station equipment interruption details should include:
 - A. Time or estimated time trouble occurred.
 - B. Station or stations involved.

Standard Operating Procedures #10 - REPORTS TO THE SYSTEM OPERATOR

- C. Relay targets and fault recorder operations.
- D. Weather conditions.
- E. Cause of interruption, if known.

LINE OR EQUIPMENT STATUS CHANGE

Report all equipment and line changes affecting the lines and substations under Empire Electric System Operator's jurisdiction. See S.O.P #15, System Change Notice.

REPORTING HAZARDS TO LINES OR EQUIPMENT

1. All employees shall promptly report all information involving such items as fires, explosions, accidents of any nature, property damage, operating errors, abnormal conditions, or any case that is likely to cause any concerns about public safety.
2. In the event a hazard to any line, equipment, or installation is known or expected, or if information regarding such a hazard is received from some outside source, all available facts shall be reported promptly to the System Operator.

NOTE: In all cases, if details as stated above are not readily available, make a preliminary report to the System Operator giving information available at the time, and make other reports as information becomes available.
