

Standard Operating Procedures APPENDIX A - DEFINITIONS

Authorized personnel	Qualified personnel who have been authorized to perform the action requested.
Clearance	A statement with documentation, issued by the System Operator, declaring that the equipment to be worked on has been de-energized and isolated from all hazardous sources of energy.
Clearance holder	An Empire Electric representative that has been authorized to hold a Clearance.
Clearance Order for Source of Power (SOP)	A statement with documentation, issued by the System Operator, to the Dispatcher or operating authority of a neighboring utility, power plant, or Member System declaring that the equipment under control of the Empire Electric System Operator, has been switched as required for a Clearance. A SOP order is issued with the understanding that the receiving party is responsible to provide points of protection on equipment not under the control of the Empire Electric System Operators before issuing a Clearance to authorized personnel. The term Interconnected System (ICS) shall be considered synonymous for switching with Western Dispatchers.
Emergency	Unforeseen event or condition requiring prompt action.
Equipment	Any machine, device, or apparatus, either electrical or nonelectrical.
General Switching	Switching above 600 volts that does not require a Clearance or Hot Line Order.
Hot Line Order	A statement with documentation from a System Operator that specific work may be done on or near a line or other equipment without requiring that it be disconnected from all sources of electrical energy. The equipment is to be considered energized or "hot" at all times.
Hot Line Order for Source of Power (SOP)	A statement with documentation, issued by the System Operator, to the Dispatcher or operating authority of a neighboring utility, power plant, or Member System declaring that the equipment under control of the Empire Electric System

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Operator, has been switched as required for a Hot Line Order. A SOP order is issued with the understanding that the receiving party is responsible to provide points of protection on equipment not under the control of the Empire Electric System Operators before issuing a Hot Line Order to authorized personnel. The term Interconnected System (ICS) shall be considered synonymous for switching with Western Dispatchers.

Interpretations	<p>Interpretations for the following words shall be applied throughout the System Operations Procedures:</p> <p>May - Permissive choice Must - Mandatory Shall - Mandatory Should - Advisory Will - Mandatory</p>
Job site	The location in which work is being performed. In the case of transmission line work, there may be two or more job sites.
Job supervisor	The person responsible for the work being performed and the personnel at a job site.
OCRs	For purposes of standardization all distribution circuit reclosers, whether oil, vacuum or SF6, will be referred to as an OCR.
Personal grounds	Grounds installed on the line or equipment by the workmen.
Safe clearance procedure	The method which shall be followed in requesting, issuing and releasing a clearance.
SCADA	Supervisory Control and Data Acquisition
Source of Power (SOP)	A description of a procedure of a situation when not all Sources of electrical energy have been isolated or controlled, when switching out a line or a piece of equipment. This is used when issuing a Clearance on an electric line or a piece of equipment, and not all sources of electrical energy have been isolated from the line. Also can be used with Hot Line Order when two breakers feeding the

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same circuit, and you can control only one breaker.

Special conditions	A temporary condition pertaining to lines and/or equipment and is not associated with other protective procedures. This term indicates the requirements for special operating instructions and information on the current condition of the equipment. The special condition is for equipment protection only and will only be placed by the direction of the System Operator.
Supervisory controlled station	Any station, either manned or unmanned, which is normally operated from a remote location.
Switchman	A person who has been authorized to perform switching and tagging operations.
System Operator	The person charged with the operation of the Empire Electric System. That person is authorized to issue clearances, hot line orders, or special conditions, direct switching, and other operations required to place and remove protection for clearances, hot line orders, and special conditions. Also directs actions necessary to return the system to normal following a relay operation or system disturbance. The System Operator is also responsible for the operation of the interconnected system and control of generation.
Workman	Any person authorized to inspect, service, repair, install, remove, or otherwise be in contact with equipment. Those authorized may include substation technicians, communications technicians, linemen, mechanics, and operators.
Work Permit	Documentation that allows supervised work to be performed by non-Empire Electric personnel on or near Empire Electric owned transmission lines or facilities.