

## **Business Practice Procedures for APS Business Practices**

### **1. Advance Notice of Additions, Modifications or Deletions to APS Business Practices**

- 1.1 Except under exceptional circumstances, no later than five (5) Working Days prior to implementation of an additional Business Practice or a modification to an existing Business Practice, APS will post such Business Practice in the publicly available portion of OASIS. The Business Practices will also be accessible on the restricted portion of the APS OASIS. The implementation date of the new or modified Business Practice will be denoted on the Business Practice.
- 1.2 Except under exceptional circumstances, no later than five (5) Working Days prior to deletion of a Business Practice, APS will post a notification of the deletion of the Business Practice on the publicly available portion of OASIS. The termination date of the Business Practice will be included in the notification.

### **2. Additions, Modifications or Deletions to APS Business Practices under Exceptional Circumstances**

- 2.1 In the event APS determines that a Business Practice requires modification, a new Business Practice requires implementation or a Business Practice requires deletion on an immediate basis (for example, due to reliability concerns, market-impact concerns or catastrophic events), APS may immediately implement such modified or new Business Practice or delete such Business Practice.
- 2.2 APS will post a notification of such modification, addition or deletion on the publicly available portion of OASIS, along with the modified or added Business Practice. The Business Practices will also be accessible on the restricted portion of the APS OASIS. The notification will include the effective date.

### **3. Posting for Comment**

- 3.1 In the event APS determines, at its sole discretion, that modification or creation of a Business Practice will significantly impact transmission customers, APS will post on the publicly available OASIS a draft version of the new or modified Business Practice and will accept for review any comments. Comments may be sent to [oasisadm@apsc.com](mailto:oasisadm@apsc.com). The subject line of the e-mail should contain the words "Business Practice Comment". Such posting by APS may include a notification that a Business Practice may be deleted.

#### 4. Implementation

- 4.1 Copies of posted Business Practices shall be made available to all affected APS transmission employees.
- 4.2 All affected APS transmission employees shall be informed of the posted Business Practices and the need to comply with the posted Business Practices.
- 4.3 The APS Chief Compliance Officer shall ensure compliance by APS employees with posted Business Practices.
- 4.4 Failure by an employee to follow the posted Business Practices, where applicable, may result in disciplinary actions, including termination of employment.

**These Business Practices describe general conditions and practices. There may be specific circumstances that require some variation from or are not addressed by these Business Practices.**