**Date: 5 August 2015**

**Title: Annulment of Transmission Service Reservation (TSR)**

**Purpose:** *Outlines CSU’s business practice for annulling a TSR.*

**Scope:** *Applicable to Transmission Customer (TC) requests for annulment of a CONFIRMED TSR.*

**Plan/Process:**

Note:

* CSU will only annul a TSR with CONFIRMED status & without an implemented schedule
* CSU will not accept requests for TSRs starting in the current or next scheduling hour.
* CSU may annul a TSR if CSU incorrectly accepts that TSR.

CSU may annul a TSR if an unintentional mistake is made entering a valid request. This determination will be at the sole discretion of the Electric System Operations Superintendent, or designee, under the specific conditions present at the time. A reservation will not be annulled on the basis of the customer deciding they cannot use the service.

1. To request a reservation be annulled, the customer must notify CSU’s System Operations, (719) 668-4091, within 20 minutes of the reservation’s queue time for any hourly or daily service (24 hrs for any weekly or longer service), provide the reason for the request, AND submit a pre-confirmed *replacement* request on OASIS.
2. The *replacement* request must be of an equal or greater MW and Service Increment Type and include a Customer Comment noting the TC’s request for annulment, and reason, along with the associated TSR reference number of the *original* reservation.
3. CSU will determine whether an unintentional mistake was made and evaluate the ability to accept the *replacement* request, and if CSU determines that it can, it will accept the *replacement* request and ANNUL the *original*. If CSU determines that it cannot accept the *replacement* request, it will REJECT the *replacement* request and NOT ANNUL the *original*. All decisions will be noted in Seller Comments.
4. If CSU approves a request in error (e.g. invalid request, or transmission capacity unavailable), CSU will notify the customer of the circumstances and will set the TSR to ANNULLED status, noting the reason in the Seller Comment.