Idaho Power Transmission Business Practices

Section 15 - Backup Procedures for Scheduling System Outages
Effective Date: 1400 PPT, July 13, 2007

In this section

15.1   Notification of Outages

Idaho Power Company will notify Customers of scheduled and unscheduled outages through postings to the "Outage" category under Notices on the Idaho Power Company OASIS site when notification is received. Any new outage information will be updated when notification is received.

Note: Idaho Power Company will not notify in any other manner, so the onus is on the Customer to monitor Idaho Power Company's OASIS site. If the Customer subscribes to this website, it will receive e-mail notifications of website postings.

15.2   webOASIS Outage

The scheduling processes are highly dependent on interaction with systems external to Idaho Power Company. These external systems can experience outages, which will require action and alternate methods of performing the business processes.

The official backup procedures in the event of a webOASIS outage (as designated by Idaho Power Company) are as follows:

Pre-schedule
Idaho Power Company requires a copy of the customer's requested TSR to be faxed to 208-388-5504. The Pre-schedule desk will only accept faxes on the last ATC posting to OASIS. Changes to ATC during the outage will not be provided in Pre-schedule.

Real-time
The Real-time desk will accept telephone inquires for ATC during the outage, but Customers must fax a copy of the requested TSR to the Real-time desk fax number at

208-388-6157 for the TSR to be considered. Real time will only accept faxes on the last ATC posting to OASIS.

When a Customer has problems purchasing transmission through OASIS it should call Pre-schedule desk at 208-388-5146 or the Real-time desk at 208-388-2827 to verify the source of the problem. Idaho Power Company will not process transmission requests by fax or phone if OASIS is operational and/or there has been no notification by Idaho Power Company to the market that an unplanned OASIS outage has occurred.

Additional Rules

When an outage occurs, either known in advance or not, the following applies to both Pre-schedule and Real-time:

- Idaho Power Company is the default supplier for all Ancillary Services reservations including losses.
- Idaho Power Company will not perform reinstatements.
- Idaho Power Company will perform curtailments.

15.3   webTrans System Outage

The Scheduling processes are highly dependent on interaction with systems external to Idaho Power Company such as eTag. These external systems can experience outages that will require action and alternate methods of performing the business processes.

1. The following procedures will be implemented for energy schedules in the event of an eTag failure:

   - **Pre-schedule** - Customers can fax a copy of the eTag to the Pre-schedule desk at 208-388-5504. Pre-schedule staff will manually enter the energy schedules from the faxed eTag into Idaho Power Company's Scheduling Application.

   - **Real-time** - Customers may telephone the Real-time desk at 208-388-2827 with inquiries regarding their energy schedules; however, customers must fax a copy of the eTag to the Real-time desk at 208-388-6157.

2. Emergency Energy schedules will be accepted by telephone during an eTag system outage. This is reserved for Balancing Authority to Balancing Authority requests.

3. The following applies to Adjust (send and receive):

   - Upon (telephone) notification from the Sink Control Area, the Schedulers will manually adjust the energy schedule accordingly in Idaho Power Company's Scheduling Application. The Sink Control Area is responsible for notifying parties to the transaction (in eTag).
   - In the event that Idaho Power Company is the Sink Control Area, the Schedulers will notify the Source Control Area by telephone and adjust the energy schedule in Idaho Power Company's Scheduling Application.

When a Customer has problems submitting an eTag with the eTag system it should contact the Pre-schedule desk at 208-388-5146 or the Real-time desk at 208-388-2827 to verify the source of the problem.

15.4 Idaho Power Company Scheduling Application Outages

Idaho Power Company's Scheduling Application may experience planned and unplanned outages of its services. The official backup procedures in the event of an outage of Idaho Power Company's Scheduling Application are as follows:

Transmission Reservations

The Pre-schedule and Real-time desks will not post any further ATC to OASIS until Idaho Power Company's Scheduling Application is restored. Transmission requests received during the official outage times will not be acted upon until the system outage is over and will then follow normal business processes. Communication during this time can be directed to the Real-time desk at 208-388-2827.

Energy Schedules

While the Scheduling Application is down, the Real-time desk will rely on the adjacent Balancing Authorities to establish the net schedule capacity amounts for each operating hour in which the system is down.

Idaho Power Company will not be processing eTags, so any eTags that are "late" will be DENIED without Idaho Power Company's active approval. If the eTag is necessary to for reliability purposes, Idaho Power will contact the Sink BA to give permission to approve for Idaho Power.

Adjustments/credits will be made after-the-fact as appropriate.