



# POWER PLANT AND BATTERY ENERGY STORAGE SYSTEM NON-SUMMER OUTAGE REPORTING INSTRUCTIONS (Effective November 1<sup>st</sup> Through May 31<sup>st</sup> Annually)

## OVERVIEW

This outage reporting instruction applies to the non-summer season reporting period from November 1<sup>st</sup> through May 31<sup>st</sup> of the following year, for the outage of power plant and energy storage systems.

## GENERAL INSTRUCTIONS

Via the Power Plant Outage Reporting (PPOR), Power Plants and Battery Energy Storage Systems (BESS) will submit to the Safety and Enforcement Division (SED), forced and planned outages at all jurisdictional electric generating and BESS facilities:

1. Full and partial (derate) forced outages that are 50 MW or greater, which are 24 hours or longer in duration;<sup>1</sup> or
2. Planned outages that are 50 MW or greater, which are 72 hours or longer in duration.<sup>2</sup>

For each outage that is 50 MW or greater<sup>3</sup>, submit an Initial Report and, if applicable, Updated Reports and/or a Final Report based on the requirements as described below.

*Electric Safety and Reliability Branch (ESRB), on behalf of SED, may contact you for further information regarding any outage.*

## WHO MUST REPORT

This requirement applies to all fossil fuel, renewable electric generation facilities and energy storage systems, 50 MW and greater, that are subject to the California Public Utilities Commission's (CPUC's) General Order (GO) 167-C, Enforcement of Maintenance and Operation Standards for Electric Generating Facilities.

*Small and Medium Facilities as defined in GO 167-C §3.2 and §3.3 are exempted from this reporting requirement.*

<sup>1</sup> As defined in the CAISO tariff and the Business Practice Manual (BPM) for Outage Management V.20 (June 27, 2019), a request for an outage shall be submitted to the CAISO in accordance with the BPM outage reporting guidelines.

<sup>2</sup> Planned outages include: planned, scheduled, and maintenance outages. Scheduled or planned outages are submitted to the CAISO eight days or more prior to the start of the outage. Maintenance outages are submitted to the CAISO by October 15th of the prior year.

## **HOW TO REPORT**

The CPUC will initially assign a username and a temporary password to each power plant. The plant will then change the password to a permanent password. If you need to request a username/password or change your permanent password, contact us at [GO167@cpuc.ca.gov](mailto:GO167@cpuc.ca.gov).

To submit a reportable outage, access the [PPOR](#) portal and complete the fields with the required information. Instructions on how to access the PPOR portal will be emailed with your username and temporary password. Once the plant receives the username and temporary password, the plant must change the password and share the username and permanent password with only designated staff. The plant must contact SED within two (2) business days when designated employees leave employment, to change the PPOR login password.

Please refer to the Specific Instructions section below for the report information.

## **WHEN TO REPORT – FULL AND PARTIAL (DERATE) FORCED OUTAGES**

<b>Initial Report</b>	Submit within thirty-six (36) hours from the start of an outage.
<b>Updated Reports</b>	Submit every seven (7) calendar days after the Initial Report has been submitted, if an outage lasts 7 days or more in duration, if any information in the Initial Report has changed.
<b>Final Report</b>	Submit within three (3) calendar days of the outage ending, if any information in the most recently submitted Updated Report (or the Initial Report, if no Updated Report has been submitted) has changed.

## **WHEN TO REPORT – PLANNED OUTAGES**

<b>Initial Report</b>	Submit at least five (5) calendar days prior to start of an outage.
<b>Updated Reports</b>	Submit every seven (7) calendar days after the start of an outage, if any information in the Initial Report has changed.
<b>Final Report</b>	Submit within three (3) calendar days of the outage ending, if any information in the most recently submitted Updated Report (or the Initial Report, if no Updated Report has been submitted) has changed.

## **WHEN TO REPORT - CANCELLED OUTAGES**

Submit within four (4) hours of CAISO's approval of an outage cancellation request.

## **SUBMITTING UPDATED AND FINAL REPORTS**

To submit an Updated Report, select the Initial Report and update information that has changed since the Initial Report. After the plant saves the report, the PPOR will revise and show the report as an Updated Report.

To submit a Final Report, select the "Submit as Final" button, following Line 36 at the end of the PPOR screen. The PPOR will then revise and show the report as a Final Report.

## SPECIFIC INSTRUCTIONS

SECTION A: CONTACT INFORMATION	
Line 1 – Report ID	This is a unique ID that is automatically generated in the PPOR for each outage report. This field cannot be edited by the plant.
Line 2 – Report Type	<p>Indicates whether the report is an <i>initial</i>, <i>updated</i>, <i>a final</i> report, or a <i>cancelled outage</i>.</p> <p>When the plant creates a new outage report, the PPOR sets the outage report as an <u>Initial Report</u>.</p> <p>To submit an <u>Updated Report</u>, the plant must revise the initial report by clicking on the Report ID field of the initial outage report. After the plant saves revisions to the report, the PPOR will revise and show the report as an Updated Report.</p> <p>To submit a <u>Final Report</u>, the plant revises the outage report by selecting the Report ID of the relevant outage. Select the “Submit as Final” button, following Line 36 at the end of the PPOR screen. The PPOR will then revise and show the report as a Final Report.</p> <p>To submit a <u>Cancelled Outage Report</u>, complete Lines 34-36 of Section E, “Cancelled Outages”. Select the “Submit as Cancelled” report button.</p>
Line 3 – Report Date & Time	The PPOR automatically updates the date and time the report was submitted.
Line 4 – Reported By	Enter the name of the person reporting.
Line 5 – Title	Enter the work title of the person reporting.
Line 6 – Company Name	Enter the name of the reporting company.
Line 7 – Phone Number	Enter the phone number of the person reporting.
Line 8 – Email Address	Enter the email address of the person reporting.
SECTION B: OUTAGE INFORMATION	
Line 9 – Outage	Type Select whether the forced outage is forced full, partial outage (derate), or planned outage.
Line 10 – Outage Start Date & Time	Enter the start date and time of the outage.
Line 11 – Outage End Date & Time	Enter the end date and time of the outage. For initial and updated reports, enter the <i>estimated</i> end date and time. For a final report, enter the <i>actual</i> end date and time.
Line 12 – Name of Generating Asset	Select the name of the power plant from the PPOR pull-down list.
Line 13 – Asset Physical Address	The plant’s address will be automatically populated from our records. Verify the street address portion of the plant’s physical location and change the address if it is incorrect.
Line 14 - Unit No	Enter the unit number on which the outage occurred.
Line 15 – MW Curtailed	Enter the MW curtailed as it applies to the outage being reported.
Line 16 – MW Available	Enter the MW still available for dispatch.
Line 17 – Outage Description	Provide a general description of the outage being reported.
Line 18 – CAISO OMS Outage ID	Enter the Outage ID as assigned by CAISO’s Outage Management System.

SECTION C: ADDITIONAL QUESTIONS - FULL AND PARTIAL (DERATE) FORCED OUTAGES	
Line 19 – What caused the outage?	Based on information available at the time of reporting, provide information on the preliminary or root cause of the full or partial outage.
Line 20 – When did the outage occur?	Provide information on the operational mode of the unit when the outage occurred. Select startup, steady-state, or shutdown.
Line 21 – How was the outage detected?	Provide information on how the outage was detected (e.g. unit trip, alarms, etc.).
Line 22 – What equipment did the outage involve?	Provide information on the equipment involved by selecting the equipment from the PPOR pull-down list provided.
Line 23 – What does the equipment do?	Provide information on what the equipment does as it relates to the generation unit.
Line 24 – Describe <i>current</i> corrective action(s).	Provide information on the corrective actions of the current failure, e.g. repair/refurbish, replace, retrofit, abandon.
Line 25 – Has this equipment failed on the same unit or another unit at this plant within the previous 12 months?	Select the appropriate answer as the question applies. <i>If the answer is “No”, go to Question 28.</i>
Line 26 – If yes, when and on which unit?	If the equipment in question has failed before at this plant, provide the date of the previous failure and the unit on which it occurred on.
Line 27 – Describe <i>prior</i> corrective action(s) and explain how it resolved the issue?	Provide information on the corrective actions of the previous failure, e.g. repair/refurbish, replace, retrofit, abandon and explain how it resolved the issue.
Line 28 – Have ALL units at the plant been inspected for the same defect?	Select the appropriate answer as the question applies. <i>If the answer is “No”, go to Question 30.</i>
Line 29 – If yes, what was the result of the inspection?	Provide information on the results of the inspection, and whether the same defects were found at other units. If similar defects are present at other units, identify the units.
Line 30 – Describe any anticipated repair delays	Describe any anticipated repair delays, e.g. schedule conflicts, parts procurement, etc. and how they will be resolved, e.g., supply chain agreements with other parts vendors, hiring consultants, etc.
SECTION D: ADDITIONAL QUESTIONS - PLANNED OUTAGES	
Line 31 – Describe major outage activities	Describe the primary tasks that will be performed during the outage.
Line 32 – Describe any unexpected findings	Describe any unexpected results or findings e.g. crack(s) observed during borescope inspections.
Line 33 – Describe any anticipated repair delays	Describe any anticipated repair delays, e.g. schedule conflicts, parts procurement, etc.
SECTION E: CANCELLED OUTAGES	
Line 34 - Date and time of cancellation request	Provide the date and time the outage cancellation request was submitted to the CAISO.
Line 35 - Date and time of CAISO approval	Provide the date and time that the CAISO approved the cancellation request.
Line 36 - Reason for cancellation	Describe the reason that the outage cancellation request was submitted by the plant.