



Load Asset Registration Form (ARF) Requirements User Guide

ISO New England Inc.

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Revision 1



Load Asset Registration Form (ARF) Requirements

Please note the Load ARF serves as an Initial Registration, Modification or Retirement of a load. For your reference, ISO New England Manual for Registration and Performance Auditing (M-RPA) Section 1 provides most of the governing language on Asset Registration.

http://www.iso-ne.com/rules_proceeds/isone_mnls/index.html

The signed Asset Registration Forms can be faxed to 877-654-4220 or you can email a signed pdf file to opareg@iso-ne.com. An Excel version shall be emailed to opareg@iso-ne.com with all changes to existing forms highlighted in **bold red**.

Load Asset Registration Forms shall be filled out completely for all submittals.

SECTION 1 – Submitting Party Information

The screenshot shows the 'Load Asset Registration Form (ARF)' with a yellow header. Below the header is a blue bar with the text 'Section 1: Submitting Party Information'. The form contains several input fields with red arrows on the right side, indicating they are required. The fields are arranged in two columns. The left column includes: 'Desired Implementation Date:', 'Lead Load Asset Owner/Asset Owner:', 'E-Mail:', 'Phone Number:', and 'Ext:'. The right column includes: 'Submitted By:', 'Participant ID:', 'Data Revision #:', and 'Fax:'.

Desired Implementation Date:

- **New Assets:**

A Desired Implementation Date for new assets must allow for 5 Business Days for the ISO and the Host Participant Assigned Meter Reader to review the Load ARF and accurately model the asset. Asset Related Demands have other network model metering requirements and require further coordination with the ISO prior to the submittal of the Load ARF.

- **Changes on Existing Assets:**

The ISO approves or disapproves registration changes to existing load assets within 2 Business Days and notifies all parties named in the Load ARF.

Submitted By:

The ARF's "Submitted By" field identifies the individual submitting the Asset Registration Form as a representative of the Lead Load Asset Owner and/or Asset Owner. The ISO utilizes the Customer &

Asset Management System (CAMS) to ensure that this individual represents the Lead Load Asset Owner and/or Asset Owner Market Participant. To ensure prompt processing, please verify that the ARF submitter is listed in the CAMS as a Contact Type – Responsible for Asset Registration Form submittal. If the name and e-mail information are entered in Section 1, they will receive notification via e-mail.

Lead Load Asset Owner/Asset Owner:

The Lead Load Asset Owner and/or Asset Owner must be a settleable Market Participant. Leave Lead Load Asset Owner in Section 3 blank on initial registration. Leave Asset Owner in Section 3 blank if retaining 100% ownership on initial registration.

Participant ID:

There is a Participant ID associated with all ISO New England customers. Please contact your Security Administrator or refer to your MIS Reports. A list is also available at: http://www.iso-ne.com/support/asset_info/index.html. Click on the Customer and Asset Information document to access the list. Some customers have settleable and non-settleable entities. Please verify the name and customer ID of the entity that should bear the responsibility.

E-Mail:

The e-mail address corresponding to the “Submitted By” above. Note the e-mail address populated in this field will receive notification that the asset registration form has been implemented. In the event that notification should be sent to a group e-mail address, please enter that address in this field. The email address must be in CAMS.

Data Revision #:

The revision number for an Initial Registration is always zero. The revision number is increased by 1 each time a change is made. The current revision number may be obtained from the ISO or left blank.

Phone Number:

The phone number for the person submitting the ARF and it must be in CAMS.

Ext:

The extension number for the person submitting the ARF

Fax:

The fax number for the person submitting the ARF

SECTION 2 – Requested Load Asset Registration Action

| Section 2: Requested Load Asset Registration Action (Check as many as apply) | | |
|--|---|--|
| <input type="checkbox"/> Initial Registration | <input type="checkbox"/> Modify Existing | <input type="checkbox"/> Retire Existing |
| <input type="checkbox"/> Change of Lead Load Asset Owner | <input type="checkbox"/> Meter Reader Change | <input type="checkbox"/> Estimated Max Load change |
| <input type="checkbox"/> Change of Percentage Ownership Share (Effective 1st of the month ONLY) | <input type="checkbox"/> Asset Name Change (Effective 1st of the Month ONLY) | |

Initial Registration:

This box should only be checked for a new load asset.

Modify Existing:

This box should be checked if there is a change in the load's registration information.

Retire Existing:

This box should only be checked if a load asset is being retired.

Change of Lead Load Asset Owner:

If there is a change of lead load asset owner, this box should be checked as well as the box for 'Modify Existing.' The Receiving Lead Load Asset Owner must be identified in Section 3.

Meter Reader Change:

If there is a Meter Reader change, this box should be checked as well as the box for 'Modify Existing.' ISO New England Manual for Registration and Performance Auditing (M-RPA) Section 1 defines who is eligible to submit load asset meter data.

Estimated Max Load Change:

If there is a change to the estimated max load, this box should be checked, as well as the box for 'Modify Existing.'

Change of Percentage Ownership Share:

If there is a change in the percentage of ownership share, this box should be checked as well as the box for 'Modify Existing.' Note that ownership share changes can only be implemented on the first day of a month.

Asset Name Change:

This field is filled in for load asset name changes (i.e. different from what is entered in Section 3 and currently in ISOs system of record). The name must be 30 characters or less and the last 4 characters must be LOAD. (Effective only on the 1st of the Month)

SECTION 3 – Load Asset Registration

| Section 3: Load Asset Registration | | | |
|---|--|------------------------------|-------------------------|
| Asset Name: | <input type="text"/> | Estimated Max Load: | <input type="text"/> MW |
| Asset ID#: | <input type="text"/> New Asset ID to be assigned by ISO-NE | | |
| Location of Load: | City/Town: <input type="text"/> | State: | <input type="text"/> |
| **Generation Information System (GIS) Exempt: | <input type="checkbox"/> YES <input type="checkbox"/> NO | If YES, please state reason: | <input type="text"/> |
| Type of Facility: | <input type="text"/> | | |
| Metering Domain Name: | <input type="text"/> | ID#: | <input type="text"/> |
| | (Consult with Host Participant) | | |
| Zonal Location Name: | <input type="text"/> | Metering Type: | <input type="text"/> |
| Asset Owner(s): | | | |
| ID #1 | Name #1 | | % Own #1 |
| ID #2 | Name #2 | | % Own #2 |
| ID #3 | Name #3 | | % Own #3 |
| ID #4 | Name #4 | | % Own #4 |
| ID #5 | Name #5 | | % Own #5 |
| ID #6 | Name #6 | | % Own #6 |
| Host Participant: | <input type="text"/> | Participant ID#: | <input type="text"/> |
| | <input type="text"/> | Phone Number: | <input type="text"/> |
| E-Mail: | <input type="text"/> | | |
| Lead Load Asset Owner: | <input type="text"/> | Participant ID#: | <input type="text"/> |
| | <input type="text"/> | Phone Number: | <input type="text"/> |
| E-Mail: | <input type="text"/> | | |
| NEPOOL Assigned Meter Reader Company Name or its Agent: | <input type="text"/> | Participant ID#: | <input type="text"/> |
| | <input type="text"/> | Phone Number: | <input type="text"/> |
| E-Mail: | <input type="text"/> | | |

Asset Name:

The asset name must be 30 characters or less.

Estimated Max Load:

Estimate of the expected max load of the facility and can be defined to 3 decimal places.

Asset ID#:

The Asset ID is a unique ISO-NE identifier. Asset ID numbers are assigned by the ISO during the Initial Registration Process and this field can be left blank if the form is for Initial Registration.

Location of Load:

This field contains the location of the load (City/State).

Generation Information System (GIS) Exempt:

This field is used to specify whether a load is GIS Exempt. A separate form is required to be sent with the ARF for GIS Exempt loads. The form can be found at the following link: <http://www.iso-ne.com/stlmnts/gis/index.html>. Click on the “GIS Exemption Form” document.

Type of Facility:

This field is used to describe the type of facility. Choose the facility type using the drop down list on the form.

Metering Domain Name & ID:

This field should be used to specify the metering domain name and ID.

Zonal Location Name:

This field should contain zonal location name. Choose the zonal number and name using the drop down list on the form.

Metering Type:

This field should contain the metering type. Choose the metering type using the drop down list on the form.

Asset Owners:

Asset Owner(s) must be listed and the total must equal 100% ownership. Asset Owner(s) must be settleable market participants. Ownership changes can only be made effective on the first of the month.

Host Participant:

The Host Participant is a Market or Governance Participant transmission or distribution provider that reconciles the loads within the metering domain. This field should be filled with the Host Participant name, Market Participant ID#, and Market Participant phone number.

Lead Load Asset Owner:


This field should contain the Lead Load Asset Owner information who is responsible for the day to day bidding of the asset in eMarket. This field should contain the Lead Load Asset Owner company name, Market Participant ID#, and Market Participant phone number.

NEPOOL Assigned Meter Reader Company Name or its Agent:

The participant responsible reports to the ISO the hourly and monthly MWh associated with the Asset. These MWh are used for settlement. The Assigned Meter Reader may designate an agent to

help fulfill its Assigned Meter Reader responsibilities; however, the Assigned Meter Reader remains functionally responsible to the ISO. This field should contain assigned meter reader company name or agent name, Market Participant ID#, and Market Participant phone number.

SECTION 4 – Routing and Authorized Signature(s) Affirming Change

| | |
|---|---|
|  | <h3>Load Asset Registration Form (ARF)</h3> |
| Section 4: Routing and Authorized Signatures(s) Affirming Change | |
| <p>For new Load Asset - the Lead Load Asset Owner must submit Asset Registration Form, please refer to manual M-RPA 1.1.2 (3) For transferring entire ownership rights or assigning or changing ownership shares, please refer to Manual M-RPA 1.2.2</p> | |
| Company: <input type="text"/> Role: Existing Lead Load Asset Owner E-Mail: <input type="text"/> Date: <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> |
| Type Name: <input type="text"/> Signature: <input type="text"/> | <input type="text"/> |
| Company: <input type="text"/> Role: Existing Asset owner E-Mail: <input type="text"/> Date: <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> |
| Type Name: <input type="text"/> Signature: <input type="text"/> | <input type="text"/> <input type="checkbox"/> Same as Lead Load Asset Owner |
| Company: <input type="text"/> Role: Receiving Lead Load Asset Owner E-Mail: <input type="text"/> Date: <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> |
| Type Name: <input type="text"/> Signature: <input type="text"/> | <input type="text"/> |
| Company: <input type="text"/> Role: Receiving Asset Owner E-Mail: <input type="text"/> Date: <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> |
| Type Name: <input type="text"/> Signature: <input type="text"/> | <input type="text"/> <input type="checkbox"/> Same as Lead Load Asset Owner |
| Company: <input type="text"/> Role: Host Participant Meter Reader E-Mail: <input type="text"/> Date: <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> |
| Type Name: <input type="text"/> **Signature: <input type="text"/> | <input type="text"/> |
| Company: <input type="text"/> Role: Assigned Meter Reader E-Mail: <input type="text"/> Date: <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> |
| Type Name: <input type="text"/> **Signature: <input type="text"/> | <input type="text"/> <input type="checkbox"/> Same as Host Participant Meter Reader |
| <p><small>*Must be submitted to Market Registration Agent in accordance with Manual M-RPA</small></p> <p><small>**A change of Assigned Meter Reader from one entity to another within the same holding company only requires notification of the change to ISO and the affected asset owner(s), but does not require submission of this form.</small></p> <p><small>**LLAO assessed GIS charges for Non Exempt GIS loads but may assign it to another Participant through GIS Administrator</small></p> <p>Please FAX to Market Registration Agent at 1-877-654-4220 or email a signed pdf file to opareg@iso-ne.com.</p> <p><input type="checkbox"/> Required Copy Sent to Host Participant</p> | |
| <small>V23- 11-13-10</small> | |

Role: Existing Lead Load Asset Owner of the Asset:

Market Participant name of the existing Lead Load Asset Owner of the Asset.

Name, Signature, and email address of the representative signing on behalf of the existing Lead Load Asset Owner of the Asset. Person must be in CAMS under the existing Market Participant.

Role: Existing Asset Owner:

Market Participant name of the existing Asset Owner.

Name, Signature, and email address of the representative signing on behalf of the existing Asset Owner. Person must be in CAMS under the existing Asset Owner.

Note: Check box if same as the Existing Lead Load Asset Owner and leave blank.

Role: Receiving Lead Load Asset Owner of the Asset:

Market Participant name of the receiving Lead Load Asset Owner of the Asset on a transfer of the Asset.

Name, signature, and email address of the representative signing on behalf of the receiving Lead Load Asset Owner. Person must be in CAMS under the receiving Lead Load Asset Owner.

Role: Receiving Asset Owner:

Market Participant name of the receiving Asset Owner on a transfer of the Asset.

Name, signature, and email address of the representative signing on behalf of the receiving Asset Owner. Person must be in CAMS under the receiving Asset Owner.

Note: Check box if same as Receiving Lead Load Asset Owner and leave blank.

Role: Host Participant Meter Reader:

The Host Participant is a Market or Governance Participant transmission or distribution provider that reconciles the loads within the metering domain.

Name, signature, and email address of the representative signing on behalf of the Host Participant Meter Reader.

Role: Assigned Meter Reader:

The Market Participant responsible reports to the ISO the hourly and monthly MWh associated with the Asset. These MWh are used for settlement.

Name, signature, and email address of the representative signing on behalf of the Assigned Meter Reader.

Note: Check box if same as the Host Participant Meter Reader and leave blank.

Please FAX the final signed copy to 1-877-654-4220 or EMAIL the final signed copy to opareg@iso-ne.com. An Excel version shall be emailed to opareg@iso-ne.com with all changes to existing forms highlighted in bold red.

Required copy sent to Host Participant:

The box at the bottom of the form is checked to indicate that the Participant has been in contact with the Host Participant and has sent a copy to the Host Participant.