

Platte River Power Authority

Standard Operating Procedure #9

Substation Entrance/Exit Procedure

Owner: System Operations Compliance Specialist	Review Date: October 3, 2020
Effective Date: October 3, 2019	Revision Date: October 3, 2019

Approved by: Jason Fiske (General Manager) Date: October 3, 2019

Division: All of PRPA

Acronyms:

BA	Balancing Authority
BES	Bulk Electric System
CBT	Colorado Big Thompson
City/Owner(s)	City of Fort Collins - Utilities, City of Longmont, City of Loveland, Colorado, Town of Estes Park Light and Power Department.
DOE	Department of Energy
DRC	Disaster Recovery Center
E & O	Engineering & Operations
IROL	Interconnected Reliability Operating Limit
NERC	North American Electric Reliability Corporation
PRPA	Platte River Power Authority
PSCo	Public Service Company of Colorado
PSO	Power System Operator
RC	Reliability Coordinator
RMRC	Rocky Mountain Reliability Corporation
SCADA	Supervisory Control and Data Acquisition
SOL	System Operating Limit
SOP	Standard Operating Procedure
TOP	Transmission Operator
TOT	Total Operating Transfer
TSGT	Tri-State Generation and Transmission Inc
USBR	United States Bureau of Reclamation
USF	Unscheduled Flow
WACM	Western Area Colorado Missouri
WECC	Western Electricity Coordinating Council

Purpose:

To document a coordinated communication process that shall take place whenever a PRPA employee enters or exits an applicable PRPA or City/Owner facility.

This procedure shall be followed by all PRPA employees whether by themselves or in a group. If in a group, one call to the PRPA PSO-Transmission for all employees is sufficient as long as a list of who is in the group is given to the PSO-Transmission.

Reliability of the electric system and the safety of those individuals at applicable facilities will be enhanced through this procedure.

Implementing Parties and Assigned Responsibilities:

This procedure is applicable to and the responsibility of the on-shift PRPA PSO-Transmission and any PRPA employee entering or exiting an applicable facility.

PRPA employees working with contractors needing access to applicable facilities are responsible for ensuring those contractors are aware of, and follow this procedure.

Applicable Facilities:

For this procedure applicable facilities may include but are not limited to:

- PRPA or City/Owner Substations
- PRPA DRC

PRPA Employee Procedure:

When entering an applicable facility:

1. Prior to entering, any PRPA employee(s) shall call the PRPA PSO-Transmission, advising the PSO-Transmission where they are, and at minimum, what they are there to do.
2. The PRPA PSO-Transmission shall advise the appropriate City/Owner Operations contact that there are PRPA employee's at a specific substation and the purpose of the visit.
 - a. PRPA employee(s), in non-emergency situations, shall not enter a City of Longmont substation until the PSO-Transmission has disarmed the Longmont substation security system via PRPA SCADA.
 - b. PRPA employee(s), in non-emergency situations, shall not enter a City of Fort Collins substation until the PSO-Transmission has advised them that the City of Fort Collins has been notified.
 - c. PRPA employee(s), in non-emergency situations, shall not enter the any other substation until the PSO-Transmission has disarmed the security system via PRPA SCADA and/or notified any entity as applicable.
3. When PRPA employee(s) are entering the Rawhide Energy Station substation the PRPA PSO-Transmission shall advise the Rawhide Plant Operator.
4. Any PRPA employee(s) entering an applicable facility shall, upon entering, securely close the gate behind them.
5. The PRPA PSO-Transmission shall review SCADA displays for that facility, ensuring there are no unexpected outstanding alarms or equipment status problems that can be addressed by the individual(s) on site.

6. The PRPA PSO-Transmission shall then document the entrance, detailing any pertinent information in the PSO Electronic Log. (When, Who, Why, etc.)

When exiting an applicable facility:

1. The PRPA employee(s) shall call the PRPA PSO-Transmission, advising the PSO-Transmission that they are ready to exit and of anyone remaining at the facility.
2. The PRPA PSO-Transmission shall review SCADA displays for that facility, ensuring there are no unexpected outstanding alarms or equipment status problems that can be addressed by the individual(s) at the facility.
3. The PRPA PSO-Transmission shall then document the exit, detailing any additional pertinent information in the PSO Electronic Log. (When, Who, Why, etc.)
4. The PRPA PSO-Transmission shall advise the appropriate City/Owner Operations contact that the PRPA employee(s) at a specific substation are exiting.
 - a. After all employees have exited a City of Longmont substation, and if no one else remains in the substation, the PSO-Transmission shall arm the Longmont Substation Security system via PRPA SCADA.
 - b. After all employees have exited any other substation with a Security system and if no one else remains in the substation, the PSO-Transmission shall arm or notify the City/Owners to arm the Security system via PRPA SCADA.
5. When the employee(s) are exiting the Rawhide Energy Station substation the PRPA PSO-Transmission shall call the Rawhide Plant Operator advising them that personnel are exiting the facility.
6. Upon exiting the PRPA employee shall ensure the gate is securely closed and locked.

PRPA Contractor Procedure:

1. Contractors will not be allowed to enter/exit an applicable facility in a non-emergency situation unless accompanied by a PRPA employee.
2. Contractors are required to attend PRPA's Contractor Safety Orientation prior to performing any work inside an applicable facility.
3. Contractors are required to follow PRPA's Contractor Safety Guidelines at all times.

Version	Date	Action	Change Tracking
1	GF	Original date unknown	New
2	8/28/06	Transfer to PRPA template format.	Reformat
3	5/29/07	No Changes	Review
4	5/16/08	Minor Changes	Review
5	5/4/09	Added Acronyms as well as origination and effective dates.	Update
6	4/19/10	Made changes to reflect arming/disarming of Longmont Substation Security system.	Update
7	10/28/10	Additions to facilities and contractors	Review/Update
8	08/31/11	Moved Contractor to own procedure	Update
9	08/23/12	Annual Review	Review
10	08/22/13	Annual Review and Updates	Review/Update
11	8/20/14	Annual Review, removed Medicine Bow from Applicable Sites	Review/Update
12	8/11/15	Annual Review, removed pump stations	Review/Update
13	10/7/15	Removed sentence about the City of Loveland requiring locked gates behind entering personnel.	Update
14	10/6/16	Annual Review, Minor Updates	Review/Update
15	10/5/17	Annual Review, No Changes	Review
16	10/4/18	Annual Review, Minor Updates	Review/Update
17	10/3/19	Annual Review, No Changes	Review