



# Tie Line Asset Registration Form (ARF) Requirement User Guide

ISO New England Inc.

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Revision 2



## Tie Line Asset Registration Form (ARF) Requirements

Please note the Tie Line ARF serves as an Initial Registration, Modification or Retirement of a tie line. For your reference, ISO New England Manual M-RPA provides most of the governing language on Asset Registration ([http://www.iso-ne.com/rules\\_proceeds/isone\\_mnls/index.html](http://www.iso-ne.com/rules_proceeds/isone_mnls/index.html)).

Per M-RPA, ARFs may be faxed or mailed. E-mailed ARFs cannot be processed.

### Section 1 – Submitting Party Information

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| Section 1: Submitting Party Information |                      |                  |                      |
|---|----------------------|------------------|----------------------|
| Desired Implementation Date:            | <input type="text"/> | Data Revision #: | <input type="text"/> |
| Asset Owner:                            | <input type="text"/> | Participant ID:  | <input type="text"/> |
| Submitted By (Monitor):                 | <input type="text"/> |                  |                      |
| Submitted By (Receiver):                | <input type="text"/> |                  |                      |
| Monitor E-Mail:                         | <input type="text"/> | Receiver E-Mail: | <input type="text"/> |
| Phone Number:                           | <input type="text"/> | Ext:             | <input type="text"/> |
|   |                      | Fax:             | <input type="text"/> |

#### 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 Tie-Line ARF and accurately model the asset.
- **Changes on Existing Assets:**  
The ISO approves or disapproves registration changes to existing assets within two business days and notifies all parties named in the ARF.

#### 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.

**Asset Owner:**

The Asset Owner must be a settleable Market Participant. The Asset Owner designates the monitor Metering Domain and the receiver Metering Domain.

**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](http://www.iso-ne.com/support/asset_info/index.html). Click on the “Customers” document to access the list.

**Submitted By (Monitor):**

The ARF’s “Submitted By” field identifies the individual submitting the ARF as a representative of the Participant. The ISO utilizes the Customer & Asset Management System (CAMS) to ensure that this individual represents the Participant. To ensure prompt processing, please verify that the ARF submitter is listed in the system. If the Monitor’s name and e-mail information are entered in Section 1, they will receive notification via e-mail.

**Submitted By (Receiver):**

The ARF’s “Submitted By” field identifies the Owner, who must be a Market Participant. The ISO utilizes the Customer & Asset Management System (CAMS) to ensure that this individual represents the Participant. To ensure prompt processing, please verify that the ARF submitter is listed in the system. If the Receiver’s name and e-mail information are entered in Section 1, they will receive notification via e-mail.

**Monitor E-Mail:**

The e-mail address corresponding to the “Submitted By” (Monitor) above.

**Receiver E-Mail:**

The e-mail address corresponding to the “Submitted By” (Receiver) above.

Note that the e-mail address populated in this field will receive notification that the ARF has been implemented. In the event that notification should be sent to a group e-mail address, please enter that address in this field.

**Phone Number:**

The phone number for the person submitting the ARF

**Ext:**

The extension number for the person submitting the ARF

**Fax:**

The fax number for the person submitting the ARF

## Section 2 – Requested Tie Line Registration Action

| Section 2: Requested Tie Line Registration Action (Check as many as apply)   |   |  |                                  |  |   |                      |
|--|---|--|----------------------------------|--|---|----------------------|
| <input type="checkbox"/> Initial Registration                                | <input type="checkbox"/> Modify Existing  |  |                                  |  |   |                      |
| <input type="checkbox"/> Meter Reader Change                                 | <input type="checkbox"/> Peak Value (MW)  |  |                                  |  |   |                      |
| <input type="checkbox"/> Retire Existing                                     | <input type="checkbox"/> Ownership Change:<br>(Effective 1st of the Month):<br><input type="checkbox"/> Entire <input type="checkbox"/> Portion   |  |                                  |  |   |                      |
| Asset Name Change: <input type="text"/><br>(Effective 1st of the Month Only) | <table border="1"><thead><tr><th>Non-Participant Load (Reference Manual M-RPA Section: 1.2)</th></tr></thead><tbody><tr><td>Asset Name: <input type="text"/></td></tr><tr><td>Designated Entity Company Name: <input type="text"/></td></tr><tr><td>Location for Designated Entity Instructions: <input type="text"/></td></tr><tr><td><input type="text"/></td></tr></tbody></table> | Non-Participant Load (Reference Manual M-RPA Section: 1.2) | Asset Name: <input type="text"/> | Designated Entity Company Name: <input type="text"/> | Location for Designated Entity Instructions: <input type="text"/> | <input type="text"/> |
| Non-Participant Load (Reference Manual M-RPA Section: 1.2)                   |   |  |                                  |  |   |                      |
| Asset Name: <input type="text"/>   |   |  |                                  |  |   |                      |
| Designated Entity Company Name: <input type="text"/>                         |   |  |                                  |  |   |                      |
| Location for Designated Entity Instructions: <input type="text"/>            |   |  |                                  |  |   |                      |
| <input type="text"/>   |   |  |                                  |  |   |                      |

### Initial Registration:

This box should only be checked for a new tie line.

### Meter Reader Change:

If there is a Meter Reader change, this box should be checked as well as the box for ‘Modify Existing.’

### Retire Existing:

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

### Modify Existing:

This box should only be checked if a line is modified.

### Peak Value:

If there is a ‘Peak Value’ change, this box should be checked, as well as the box for ‘Modify Existing.’

### Ownership Change:

Check this box if there is an ‘Ownership Change.’ The Ownership of an asset can only be changed on the first day of a month. Check the box for ‘Entire’ if the change is for 100% of the asset. Check the box for ‘Portion’ if the change is for less than 100%.

### Asset Name Change:

This field is filled in for tie line name changes (i.e. different from what is entered in Section 3). The name must be 30 characters or less. The asset name can only be changed on the first day of a month.

**Non-Participant Load:**

The area on the right in Section 2 is for a Non-Participant Load; as defined in Manual-RPA, Section 1.2:

*A non Market Participant load located within the New England Control Area cannot be registered as a Load Asset when supplied by a non Market Participant. It is registered as a Tie Line Asset. If such a Load Asset is responsive to ISO Desired Dispatch Points or Dispatch Instructions its registration shall include registration of a Designated Entity on the same basis as if it were a Generator Asset.*

**Section 3 – Tie Asset Registration Action**

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|   |   |                                    |
|---|---|------------------------------------|
| <b>Section 3: Tie Asset Registration Action</b>                                 |   |                                    |
| Asset Name: <input type="text"/>  | Maximum Capacity: <input type="text"/>                  |                                    |
| Asset ID#: <input type="text"/>   | <<NEW Asset ID to be assigned by ISO-NE                 |                                    |
| kV of Facility: <input type="text"/>  | <b>Metering Domain</b> (Consult with Host Participant): |                                    |
|   | Monitor: <input type="text"/>                           | ID#: <input type="text"/>          |
|   | Receiver: <input type="text"/>                          | ID#: <input type="text"/>          |
| Asset Owner(s):   |   |                                    |
| ID #1 <input type="text"/>  | Name #1 <input type="text"/>                            | % Own #1: <input type="text"/>     |
| ID #2 <input type="text"/>  | Name #2 <input type="text"/>                            | % Own #2: <input type="text"/>     |
| NEPOOL Assigned Meter Reader Company Name or its Agent:<br><input type="text"/> |   |                                    |
| E-Mail: <input type="text"/>  | Participant ID#: <input type="text"/>                   | Phone Number: <input type="text"/> |

**Asset Name:**

The asset name must be 30 characters or less. This must be filled in for Initial Registration, Modification or Retirement.

**Asset ID#:**

The asset ID# must be filled in for a Modification or Retirement. 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.

**Maximum Capacity:**

Maximum Capacity can be defined to three (3) decimal places.

**Kv of Facility:**

Selections are EHV, LV or Composite.

**Asset Owners:**

This field should remain blank unless there is a change of ownership from the owner stated in Section 1 (page 1). The percentage field can be updated to four (4) decimal places. Ownership changes can only be made on the first day of a month.

**NEPOOL Assigned Meter Reader Company Name or its Agent:**

This field should contain the assigned meter reader company or agent information.

**E-mail:**

This field should contain the assigned meter reader company or agent e-mail address.

**Participant ID#:**

This field should contain the assigned meter reader company or agent Participant ID#.

**Phone Number:**

This field should contain the assigned meter reader company or agent phone number.

**Section 4 – Routing and Authorized Signature(s) Affirming Change**

| <b>*Market System Asset Registration Form - Tie Line</b> (Page 2 of 2)                         |                      |
|--|----------------------|
| <b>Section 4: Routing and Authorized Signature(s) Affirming Change</b>                         |                      |
| Please reference Manual M-RPA - 1.1.1 Authorized Signatures.                                   |                      |
| Company:   | <input type="text"/> |
| Title:   | <input type="text"/> |
| E-Mail:  | <input type="text"/> |
| Date:  | <input type="text"/> |
| Type Name:   | <input type="text"/> |
| Signature:   | <input type="text"/> |
| Company:   | <input type="text"/> |
| Title:   | <input type="text"/> |
| E-Mail:  | <input type="text"/> |
| Date:  | <input type="text"/> |
| Type Name:   | <input type="text"/> |
| Signature:   | <input type="text"/> |
| Company:   | <input type="text"/> |
| Title:   | <input type="text"/> |
| E-Mail:  | <input type="text"/> |
| Date:  | <input type="text"/> |
| Type Name:   | <input type="text"/> |
| Signature:   | <input type="text"/> |
| Company:   | <input type="text"/> |
| Title:   | <input type="text"/> |
| E-Mail:  | <input type="text"/> |
| Date:  | <input type="text"/> |
| Type Name:   | <input type="text"/> |
| *Signature:  | <input type="text"/> |
| * Must be submitted in accordance with Manual M-RPA Section 1: Asset and Resource Registration |                      |
| <b>Please FAX to Market Registration Agent: 1-877-654-4220</b>                                 |                      |
| <input type="checkbox"/> Required Copy Sent to Host Participant                                |                      |
| v9 - 08-10-10  |                      |

Section 4 is completed by an officer of the Market Participant and lists the Company Name, Title, E-mail address, Date, Typed Name, and Signature. The Meter Reader's signature is required for Initial Registration of assets or Retirement of assets.

The field 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.

## Checklist

| Field Name   | Initial | Modify | Retire |
|--|---------|--------|--------|
| <b>Section 1: Submitting Party Information</b>           |         |        |        |
| Implementation Date                                      | ●       | ●      | ●      |
| Data Revision #  | ●       | ●      | ●      |
| Asset Owner  | ●       | ●      | ●      |
| Participant ID   | ●       | ●      | ●      |
| Submitted By (Monitor)                                   | ●       | ●      | ●      |
| Submitted By (Receiver)                                  | ●       | ●      | ●      |
| Monitor E-Mail   | ●       | ●      | ●      |
| Receiver E-Mail  | ●       | ●      | ●      |
| Phone Number   | ●       | ●      | ●      |
| Ext.   | ●       | ●      | ●      |
| Fax  | ●       | ●      | ●      |
| <b>Section 2: Requested Tie Line Registration Action</b> |         |        |        |
| Initial Registration                                     | ●       |        |        |
| Modify Existing  |         | ●      | ●      |
| Meter Reader Change                                      |         | ■      |        |
| Peak Value (MW)  | ●       |        |        |
| Retire Existing  |         |        | ●      |
| Ownership Change   |         | ■      |        |
| Entire   |         | ■      |        |
| Portion  |         | ■      |        |
| Asset Name Change  |         | ■      |        |
| Non Participant Load Asset Name                          | ●       |        |        |
| Designated Entity Company Name                           | ●       |        |        |
| Location for Designated entity Instructions              | ●       |        |        |
| <b>Section 3: Tie Asset Registration Action</b>          |         |        |        |
| Asset Name   | ●       |        | ●      |
| Maximum Capacity   | ●       | ■      |        |
| Asset ID   |         | ■      | ●      |
| kV of Facility   | ●       | ■      |        |
| Metering Domain Monitor                                  | ●       | ■      |        |
| Metering Domain Monitor ID                               | ●       | ■      |        |
| Metering Domain Receiver                                 | ●       | ■      |        |
| Metering Domain Receiver ID                              | ●       | ■      |        |

| Field Name   | Initial | Modify | Retire |
|--|---------|--------|--------|
| Asset Owner ID #1  |         | ■      |        |
| Asset Owner Name #1  |         | ■      |        |
| Asset Owner % Own #1   |         | ■      |        |
| Asset Owner ID #2  |         | ■      |        |
| Asset Owner Name #2  |         | ■      |        |
| Asset Owner ID #2  |         | ■      |        |
| NEPOOL Assigned Meter Reader Company Name or its Agent                 | ●       | ■      |        |
| E-Mail   | ●       | ■      |        |
| Participant ID#  | ●       | ■      |        |
| Phone Number   | ●       | ■      |        |
| <b>Section 4: Routing and Authorized Signature(s) Affirming Change</b> |         |        |        |
| Company  | ●       | ●      | ●      |
| Title  | ●       | ●      | ●      |
| E-Mail   | ●       | ●      | ●      |
| Date   | ●       | ●      | ●      |
| Type Name  | ●       | ●      | ●      |
| Signature  | ●       | ●      | ●      |
| Required Copy Sent to Host Participant                                 | ●       | ●      | ●      |

- Required Field
- Required if Field is modified