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## Purpose

The purpose of this document is to provide Market Participants with the information and steps needed to successfully process a Settlement Quality Meter Data Plan.

### 1. Responsibilities

<b>Market Participant</b>	Establishes a unique Project Number required for the submission of a Settlement Quality Meter Data (SQMD) Plan Template and supporting documentation (Single-Line Diagram) via the New Resource Implementation (NRI) process.
<b>CAISO New Resource Implementation (NRI) Team</b>	Processes Project Details Form and conducts initial validation associated with the submitted SQMD Plan Template.

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<b>CAISO Energy Data Acquisition Specialists (EDAS)</b>	<ul style="list-style-type: none"> <li>Performs in-depth review and validation of received SQMD Plan Template and supporting documentation.</li> <li>Provides timely customer feedback and status updates during the review and validation process.</li> <li>Sends out a letter of Acceptance/Approval to the Market Participant upon successful completion of the review and validation process for the received SQMD Plan Template information.</li> </ul>
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## 2. Scope/Applicability

### 2.1 Background


Market Participants are required to submit and obtain **California ISO (CAISO)** approval for a SQMD Plan in accordance with Section 10.3.7.1 of the CAISO Tariff for:

- Scheduling Coordinator Metered Entities (SCMEs) that were not participating as such before April 10, 2017.
- Repower.
- Modification of their Meter Data intervals (market resource level).
- Add generating capacity.

In addition to the above requirements, SQMD Plans are also required for proposed modifications, which are subject to CAISO review and approval, in accordance with section 10.3.7.3 of the CAISO Tariff.

### 2.2 Scope / Applicability

This procedure includes all aspects related to the submission and approval of an SQMD Plan, associated with a Scheduling Coordinator Metered Entity's (SCME) market resource(s) used within CAISO Balancing Authority Area (BAA) and Energy Imbalance Markets (EIM), effective April 10, 2017, in accordance with the CAISO Tariff requirements.

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### 3. Procedure Detail

#### 3.1 SQMD Plan Imposed by the CAISO Tariff

##### 3.1.1 Establishing a Project Number (NRI)


A unique CAISO NRI Project Number is required to process a SQMD Plan Template. This identifier will assist in the tracking and customer notification process to ensure project related deliverables are met according to the timelines established within the NRI Process.

Below are the related steps and supporting actions to establish a unique NRI Project Number:

Market Participant
<ol style="list-style-type: none"> <li>To establish your unique NRI Project Number, you will need to <b>complete</b> a Project Details Form (PDF) located at: <a href="http://www.caiso.com/Documents/ProjectDetailsForm.docx">http://www.caiso.com/Documents/ProjectDetailsForm.docx</a> and complete the designated fields identified on the form associated with your project.  <b>Note:</b> A new NRI Project Number will need to be established to make <u>any modifications</u> to a previously submitted and approved SQMD Plan.</li> <li><b>Save</b> the completed PDF as a Word document (.docx) <b>and include</b> “New Project” within the filename.</li> <li><b>Submit</b> your PDF to <a href="mailto:NRI@CAISO.COM">NRI@CAISO.COM</a> with “New Project” within the email subject line for processing to obtain your unique CAISO NRI Project Number.</li> </ol>

CAISO
<ol style="list-style-type: none"> <li>If complete, <ul style="list-style-type: none"> <li>CAISO NRI <b>assigns</b> a unique Project Number and an automated email goes out to the customer of record (Project Contact Name) identified on the submitted Project Detail Form.</li> </ul> </li> <li>If missing Information, <ul style="list-style-type: none"> <li>CAISO NRI <b>notifies</b> customer via email of missing information.</li> </ul> </li> </ol>

Market Participant
<ol style="list-style-type: none"> <li>If successful, <ul style="list-style-type: none"> <li><b>Associate</b> the NRI Project Number with the related SQMD Plan Template.</li> </ul> </li> <li>If missing information, <ul style="list-style-type: none"> <li><b>Update</b> missing information</li> <li><b>Resubmit</b> PDF to <a href="mailto:NRI@CAISO.COM">NRI@CAISO.COM</a></li> </ul> </li> </ol>

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### 3.1.2 Establishing a Project Number (EIM On-boarding Only)


**During EIM On-boarding Only**, the EIM entity will be allowed to submit a single spreadsheet (New Resource Implementation Energy Imbalance Market On-boarding Project Loader) capturing all required information affiliated with their market resources’ IDs associated with their EIM Metering Portfolio.

*An EIM Metering Portfolio is comprised of all market resources Generation (Participating and Non-Participating), Interties, Inraties and Load representing an entity’s EIM participation.*

For EIM On-boarding, due to the large volume of market resources, a single spreadsheet is used in lieu of the normal required individual PDF used to assist EIM entities in establishing their unique Project Numbers.

Market Participants - EIM Onboarding Only
<ol style="list-style-type: none"> <li><b>Download</b> the New Resource Implementation Energy Imbalance Market Onboarding Project Loader located at:  <a href="http://www.caiso.com/Documents/NewResourceImplementationEnergyImbalanceMarketOnboardingProjectLoader.xlsx">http://www.caiso.com/Documents/NewResourceImplementationEnergyImbalanceMarketOnboardingProjectLoader.xlsx</a></li> <li><b>Complete</b> <u>all</u> designated fields contained within the spreadsheet.  <i><b>Note:</b> Information requested within the spreadsheet may necessitate support by various business units within the EIM entity.</i></li> <li><b>Save</b> the completed spreadsheet (.xlsx) <u>and include</u> “EIMOnboarding” within the filename.</li> <li><b>Submit</b> your completed spreadsheet to <a href="mailto:NRI@CAISO.COM">NRI@CAISO.COM</a> with “New Project” in the subject line for processing to obtain your unique CAISO NRI Project Numbers associated with your EIM Metering Portfolio market resources.</li> </ol>

CAISO – EIM Onboarding Only
<ol style="list-style-type: none"> <li>If successful, <ul style="list-style-type: none"> <li>CAISO NRI <b>assigns</b> a unique Project Number for each market resource contained within the spreadsheet <u>and notifies</u> the customer of record (Project Contact Name) via email.</li> </ul> </li> <li>If missing information, <ul style="list-style-type: none"> <li>CAISO NRI <b>notifies</b> customer via email of missing information.</li> </ul> </li> </ol>

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Market Participants – EIM Onboarding Only
<ol style="list-style-type: none"> <li>1. If successful, <ul style="list-style-type: none"> <li>• <b>Associate</b> the NRI Project Number with the related SQMD Plan Template.</li> </ul> </li> <li>2. If missing information, <ul style="list-style-type: none"> <li>• <b>Update</b> missing information.</li> <li>• <b>Resubmit</b> New Resource Implementation Energy Imbalance Market Onboarding Project Loader to <a href="mailto:NRI@CAISO.COM">NRI@CAISO.COM</a></li> </ul> </li> </ol>


### 3.1.3 SQMD Plan Template Submission & Approval Process

The CAISO must approve a Scheduling Coordinator Metered Entity’s SQMD Plan that *includes a Single-Line Diagram (SLD)* and other requirements in accordance with Section 10.3.7.1 of the CAISO Tariff before the Scheduling Coordinator may submit Bids on its behalf into the CAISO Markets.

Below are the steps needed to complete a SQMD Plan Template for CAISO review and approval (excluding those SQMD Plans associated with “Modification(s) Only” which is covered in section 3.1.4):

Market Participant
<ol style="list-style-type: none"> <li>1. <b>Access</b> the SQMD Plan Template Tutorial to obtain guidance and understanding related to each field associated with the SQMD Plan Template located at: <a href="http://www.aiso.com/Documents/SQMDResourceTemplateTutorial.pdf">http://www.aiso.com/Documents/SQMDResourceTemplateTutorial.pdf</a></li> <li>2. <b>Download</b> the SQMD Plan Template located at: <a href="http://www.aiso.com/Documents/SQMDPlanTemplate.docx">http://www.aiso.com/Documents/SQMDPlanTemplate.docx</a></li> <li>3. <b>Complete</b> <u>all</u> sections of the SQMD Plan Template <i>excluding</i> the “Modification(s)” section.</li> <li>4. <b>Name</b> your file according to the <a href="#">NRI Checklist</a> deliverables names in Colum B “Document Title” of the spreadsheet along with your CAISO project number and version number in the file name.  Format: 14SCME1234 <b>SQMD MeterConfig</b> VerX (X = version #)</li> <li>5. <b>Save</b> the completed SQMD Plan Template file as a Word document (.docx).</li> <li>6. <b>Submit</b> the SQMD Plan Template via email to the New Resource Implementation (NRI) mailbox at <a href="mailto:NRI@CAISO.COM">NRI@CAISO.COM</a> for processing. <i>Please include the Project Number (Only) within the Subject Line to ensure proper processing.</i>  Subject Line: 14SCME1234 <b>SQMD MeterConfig</b> Ver1</li> </ol> <p><b>Note:</b> Only <u>one</u> attachment per email.</p>

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Market Participant
<p>7. If the resource has more than one Meter, use Additional Devices form located at: <a href="http://www.caiso.com/Documents/SQMDResourceTemplateAdditionalMeteringDevicesForm.docx">http://www.caiso.com/Documents/SQMDResourceTemplateAdditionalMeteringDevicesForm.docx</a></p> <p>8. <b>Complete</b> all sections of the Additional Devices form <u>and name</u> the file in the below format.  Format: 14SCME1234 SQMD Additional MeterConfig VerX  (X=Version #)</p> <p>9. <b>Submit</b> the Additional devices form via email to the New Resource Implementation (NRI) mailbox at <a href="mailto:NRI@CAISO.COM">NRI@CAISO.COM</a> for processing.</p> <ul style="list-style-type: none"> <li>• Please <b>include</b> the Project Number (Only) within the Subject Line to ensure proper processing.  Subject Line: 14SCME1234 <b>SQMD MeterConfig Ver1</b></li> </ul> <p><b>Note:</b> Only <u>one</u> attachment per email.</p>

CAISO
<ol style="list-style-type: none"> <li>1. CAISO <b>receives</b> the submitted SQMD Plan Template for processing.</li> <li>2. CAISO NRI personnel <b>performs</b> initial validation to ensure proper naming convention and submitted by authorized contact.</li> <li>3. If successful, <ul style="list-style-type: none"> <li>• CAISO NRI <b>sends</b> SQMD Plan Template on to CAISO EDAS for review and approval.</li> </ul> </li> <li>4. If incorrect information/formatting, <ul style="list-style-type: none"> <li>• CAISO NRI <b>notifies</b> Market Participant of issues needing resolution for re-submission of the SQMD Plan Template.</li> </ul> </li> </ol>

Market Participant
<ol style="list-style-type: none"> <li>1. If incorrect information/formatting, <ul style="list-style-type: none"> <li>• Market Participants <b>makes</b> needed corrections <u>and resubmits</u> the SQMD Plan Template.</li> </ul> </li> </ol>

CAISO
<ol style="list-style-type: none"> <li>1. CAISO EDAS <b>begin</b> review process.</li> <li>2. If missing or additional information needed, <ul style="list-style-type: none"> <li>• CAISO EDAS <b>notifies</b> customer of issues needing additional clarification and/or corrections for resolution.</li> </ul> </li> <li>3. If accepted, <ul style="list-style-type: none"> <li>• CAISO EDAS personnel will <b>notify</b> the Market Participant of the “Accepted” SQMD Plan via email.</li> </ul> </li> </ol>

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*Note: All SQMD Plans affiliated with the EIM On-boarding process must be individually accepted prior to receiving a letter of Acceptance/Approval.*


### 3.1.4 SQMD Plan Template Submission & Approval Process (Modifications Only)

Scheduling Coordinator Metered Entities may propose for CAISO approval modifications to approved SQMD Plans in accordance with Section 10.3.7.3 of the CAISO Tariff.

Below are the steps needed to complete a SQMD Plan Template associated with modifications to an existing “approved” SQMD Plan. For modifications to a plan that has not yet been approved, please resubmit under original Project Number and supporting version number.

Market Participant
<ol style="list-style-type: none"> <li>1. <b>Access</b> the SQMD Plan Template Tutorial to obtain guidance and understanding related to each required field associated with the SQMD Plan Template located at:  <a href="http://www.aiso.com/Documents/SQMDResourceTemplateTutorial.pdf">http://www.aiso.com/Documents/SQMDResourceTemplateTutorial.pdf</a></li> <li>2. <b>Download</b> the SQMD Plan Template located at:  <a href="http://www.aiso.com/Documents/SQMDPlanTemplate.docx">http://www.aiso.com/Documents/SQMDPlanTemplate.docx</a></li> <li>3. <b>Fill out</b> the “Modification(s)” section by <b>capturing</b> the related changes in addition to the following sections: <ul style="list-style-type: none"> <li>• Participation: <u>All</u> relevant fields.</li> <li>• Contact Information: <u>All</u> sections.</li> <li>• Market Resource Attributes: Market Resource ID.</li> <li>• Any other section(s) associated with such “modifications” i.e., meter replacement; specific details should also be captured within the “Metering Device(s) section of this Template, including updated SLD’s.</li> </ul> </li> <li>4. <b>Name</b> your file according to the <a href="#">NRI Checklist</a> deliverables names in Colum B “Document Title” of the spreadsheet along with your CAISO project number and version number in the file name.   Format: 14SCME1234 <b>SQMD MeterConfig</b> VerX  (X = version #)</li> <li>5. <b>Save</b> the completed SQMD Plan Template file as a Word document (.docx).</li> <li>6. <b>Submit</b> the SQMD Plan Template via email to the New Resource Implementation (NRI) mailbox at <a href="mailto:NRI@CAISO.COM">NRI@CAISO.COM</a> for processing.  <i>Please include the Project Number (Only) within the Subject Line to ensure proper processing.</i>   Subject Line: 14SCME1234 <b>SQMD MeterConfig</b> Ver1</li> </ol> <p><b>Note:</b> Only <u>one</u> attachment per email.</p>

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CAISO
<ol style="list-style-type: none"> <li>CAISO <b>receives</b> the submitted SQMD Plan Template for processing.</li> <li>CAISO NRI personnel <b>performs</b> initial validation to ensure proper naming convention and <b>that it</b> was submitted by authorized contact(s).</li> <li>If successful, <ul style="list-style-type: none"> <li>CAISO NRI <b>sends</b> the SQMD Plan Template onto CAISO EDAS for review and approval.</li> </ul> </li> <li>If incorrect information/formatting, <ul style="list-style-type: none"> <li>CAISO NRI <b>notifies</b> Market Participant of issues needing resolution for re-submission of SQMD Plan Template.</li> </ul> </li> </ol>

Market Participants
<ol style="list-style-type: none"> <li>If incorrect information/formatting, <ul style="list-style-type: none"> <li>Market Participant <b>makes</b> the needed corrections <u>and</u> <b>resubmits</b> the SQMD Plan Template.</li> </ul> </li> </ol>

CAISO
<ol style="list-style-type: none"> <li>CAISO EDAS <b>begin</b> the review process.</li> <li>If missing or additional information needed, <ul style="list-style-type: none"> <li>CAISO EDAS <b>notifies</b> customer of issues needing additional clarification and/or corrections for resolution.</li> </ul> </li> <li>If accepted, <ul style="list-style-type: none"> <li>CAISO EDAS personnel will <b>notify</b> the Market Participant of the “Accepted” SQMD Plan via email.</li> </ul> </li> </ol>

### 3.1.5 Submission of a Single-Line Diagram (SLD)


A SLD with a professional engineering stamps or (equivalent) depicting the physical elements and relationships among the metering device(s) **is required to support a SQMD Plan Template.**

Listed below are the steps needed to submit a SLD:

Market Participant
<ol style="list-style-type: none"> <li><b>Name</b> your file according to the <a href="#">NRI Checklist</a> deliverables names in Column B “Document Title” of the spreadsheet along with your CAISO project number and version number in the file name.  Format: 14SCME1234 <b>SLD</b> VerX (X = version #)  <b>Note:</b> Any file submitted with special character in the file name will be rejected.</li> </ol>

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Market Participant
<p>2. <b>Save</b> the SLD file as an Adobe Portable Documented Format (PDF).</p> <p>3. <b>Submit</b> the SLD via email to the New Resource Implementation (NRI) mailbox at <a href="mailto:NRI@CAISO.COM">NRI@CAISO.COM</a> for processing.  <i>Please include the Project Number (Only) in the Subject Line to ensure proper processing.</i>            Subject Line: 14SCME1234 <b>SLD</b></p> <p><b>Note:</b> Only <u>one</u> attachment per email.</p> <p>4. The CAISO requires Single Line drawings that are either “Issued for construction” or “As- Built”. All the “Issued for Construction” drawings are required to be stamped by a Professional Engineer (PE). In the absence of the Professional Engineer stamp, CAISO accepts an attestation letter. PE Stamp Attestation letter must be from the Electrical Engineer or associated Manager and it should state that the Single Line Drawing is the exact physical and electrical representation of the resource.            Subject Line: <b>Attestation</b>            File naming example: 18GEN1234 Attestation Ver1</p> <p><b>Note:</b> Only <u>one</u> attachment per email.</p>

## 4. Supporting Information

### Operationally Affected Parties


Shared on the Internet.

### References

Resources studied in the development of this procedure and that may have an effect upon some steps taken herein include but are not limited to:

CAISO Tariff	Section 10
CAISO Operating Procedure	
NERC Requirements	
WECC Criterion	
Other References	<a href="#">Business Practice Manual for Metering</a>

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<a href="#">New Resource Implementation (NRI) Process</a> <a href="#">Metering Rules Enhancement Initiative</a>
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## Definitions


Unless the context otherwise indicates, any word or expression defined in the Master Definitions Supplement to the CAISO Tariff shall have that meaning when capitalized in this Operating Procedure.

The following additional terms are capitalized in this Operating Procedure when used as defined below:

**None.**

## Version History

Version	Change	Date
1.0	New procedure; created “External” process to support Tariff Section 10.3.7.1 SQMD Plan effective 4/10/2017.	6/06/17
1.1	Section 3.1.2: Updated 2 <sup>nd</sup> paragraph. Removed modeled resources. Minor format and grammar updates.	10/19/17
2.0	Periodic Review: Minor update to Section 1, Responsibilities. Corrected typo in Section 2.1, 1st bullet. Updated various sections for consistency with other like Minor format updates for consistency with other procedures and grammar updates.	7/03/19
2.1	Removed MDAS References and added PE stamp attestation letter information. Minor formatting and grammar updates.	12/20/19
2.2	Added file naming convention for Additional devices form. Updated all ISO instances to CAISO. Minor formatting and grammar updates. Minor updates in Section 5 for consistency.	1/14/21

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## 5. Periodic Review Procedure

### Review Criteria & Incorporation of Changes

There are no specific review criteria for reviewing or changing this document, follow instructions in **CAISO Operating** Procedure 5510.

### Frequency

Every **three (3)** Years.

## Appendix

No references at this time.