# Relinquishing SC Letter Instructions:

* To submit documentation, please review <http://www.caiso.com/Documents/How-to-Submit-Documentation-for-Applications-and-Ongoing-Obligations.pdf> for proper steps

# Letter templates must be printed on applicable SC or Resource Owner company letterhead, signed, scan as a pdf.

# Resource transfers – Effective date at least 11 business days from submittal date.

# Review the master file full network model dates to verify effective dates do not fall in the week where changes cannot be made. If your effective date falls during a ‘blackout time’ you will need to resubmit. <http://www.caiso.com/market/Pages/NetworkandResourceModeling/Default.aspx>

# Remove this text box when copying to resource owner letterhead

*[Current Date]*

California Independent System Operator

Attn: SC Requests

250 Outcropping Way

Folsom, CA 95630

Dear ***[SC Requests]***:

In accordance with the Scheduling Coordinator Application Protocol (SCAP) - Appendix B, this notification serves to inform the California Independent System Operator (CAISO) that the Scheduling Coordinator (SC) identified below will relinquish responsibility for scheduling the below listed Resource(s). Also, we have indicated which programs this resource is currently participating in by checking the respective box(es).

1. **Is this a Resource Transfer:** Yes [ ]  No [ ]
2. If yes then submit a signed relinquishing SC letter, a signed new SC letter and a signed resource owner letter via CIDI ticket.

If Yes, also enter the following

EIA Form 860 Data (Required for all New Resource Implementation Projects)

1- EIA Plant Name: ***[enter Plant Name]***

2- EIA Plant Code: ***[enter Plant Code]***

3- EIA Generator ID: ***[enter Generator ID]***

1. If no, enter reason for end dating SCID and resource association ***[enter*** ***business reason for relinquishing responsibility]***
2. **Is this a Dynamic Resource:** Yes [ ]  No [ ]

If Yes: is this resource being removed from the DSA? Yes [ ]  No [ ]

1. **Is this a SC Metered Resource:** Yes [ ]  No [ ]

If Yes: Update MSA/SC for the Schedule 1 to remove generator meter information (does not apply to EIM Participating Resources) and update Schedule 5 for meter access information (applies to all).

1. **Has the Schedule 1 been updated to remove the resource from MSASC:**

Yes [ ]  I acknowledge I have updated the MSASC Schedule 1 as applicable with CAISO Regulatory Contracts to include any meter data.

No [ ]  Please email regulatorycontracts@caiso.com and ask for the MSASC schedule 1 to update. CAISO cannot proceed at this time until the schedule 1 has been updated.

N/A [ ]  Resource is ISOME

We have also indicated the programs this/these resources are currently participating in by checking the appropriate box(es) below.

* Resource Owner: ***[enter*** ***Resource Owner Name]***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Resource ID** | **Resource Adequacy** | **Multi-Stage Generator** | **Use Limited Plan** | **Station \* Power Resource** | **RMR Resource** |
| ***[enter Resource ID]*** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| ***[enter Resource ID]*** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**\***Resources participating in the Station Power Program must begin on 1st of the month, no transfers mid-month. Allow at least 30 days for station power set up process. Contact StationPower@caiso.com

**Relinquishing Schedule Coordinator information:**

* Ending Date: ***[enter*** ***Effective Trade Date]*** Time: 23:59:59
* SC Name: ***[enter*** ***Scheduling Coordinator Name]***
* SCID: ***[enter*** ***SCID]***

This letter certifies that the information is true and accurate for the above referenced resources.

Please inform me if you have any questions.

***[Signature required with contact information]***