PJM Compliance Bulletin

CB003 Definition of “Annual” and Related Terms

General
The purpose of this Compliance Bulletin is to define the term “annual” and related terms such as “yearly” and “annually”, as they apply to NERC and Regional Reliability Standards. This bulletin is intended to provide clearly defined parameters for standards which do not adequately describe the intended timeframe; this document does not supersede clear language and definitions already included in the applicable standards.

Clarification of Terms
The term “annual” and similar terms such as “yearly” and “annually”, as applied to the specific requirements of the NERC and Regional Reliability Standards in which it is not already clearly defined, is defined by PJM as once per calendar year, with not more than 15 months between events or activities.

Example #1: A generator with a requirement to test “annually” fulfills its obligation on December 31, 2009. This unit must retest before December 31, 2010, in order to fulfill the “once per calendar year” requirement in the definition.

Example #2: A generator with a requirement to test “annually” fulfills its obligation on January 1, 2010. This unit must retest between January 1, 2011 and anytime before April 30, 2011, in order to fulfill the “no more than 15 months between events or activities” and the “once per calendar year” requirements in the definition.

Document Retention
All evidence of compliance shall be retained in accordance with the document retention requirement as stated in the applicable NERC or Regional Reliability Standard. If there is no specific data retention requirement, the data will be retained for four years.
## Development History

<table>
<thead>
<tr>
<th>Revision: 4</th>
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| Approver:   | Tom Bowe, Executive Director  
Reliability and Compliance |
| Reason for Change: | Reviewed as a part of the annual review of PJM Compliance Bulletins.  
Change made to make PJM’s definition consistent with the NERC CAN. |

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<tr>
<th>Revision: 3</th>
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| Author:     | Bradley Hofferkamp, Senior Analyst  
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Reliability and Compliance |
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NERC CAN reviewed for consistency.  PJM’s definition is more restrictive, with good rationale.  No changes identified. |
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| **Author:** Bradley Hofferkamp, Senior Analyst  
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| **Author:** Bradley Hofferkamp, Senior Analyst  
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<tr>
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