Resource Tracker User Guide

PJM Member Relations

October 1, 2021

For Public Use

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Approval

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Client Management Department

Current Revision

Revision 09 (Sept. 16, 2021)

Update to Reflect the Refreshed Resource Tracker Tool

Introduction

Welcome to the PJM User Guide for Resource Tracker. In this Introduction, you will find the following information:

- What you can expect from the PJM Manuals in general (see About PJM Manuals).
- What you can expect from this PJM User Guide (see About This User Guide).
- How to use this User Guide (see Using This User Guide).

About PJM Manuals

The PJM Manuals are the instructions, rules, procedures and guidelines established by PJM for the operation, planning and accounting requirements of the PJM RTO and the PJM Energy Market. The manuals are grouped under the following categories:

- Transmission
- PJM Energy Market
- Generation and Transmission Interconnection
- Reserve
- Accounting and Billing
- PJM Administrative Services

For a complete list of all PJM Manuals, go to PJM.com and select **Manuals** under the **Library** drop-down menu.

About This User Guide

The PJM User Guide for Resource Tracker focuses on the PJM internet application called Resource Tracker. Resource Tracker supports the maintenance of ownership information and provides the user with the ability to review all sources of ownership information (Energy, Ancillary Services, Dispatching Agent, Marketing Agent, Physical Owner, and Capacity). Resource Tracker provides the user the ability to report discrepancies to PJM, where they will be investigated and resolved.

Intended Audience References

The intended audiences for the PJM User Guide for Resource Tracker are:

- **Generation Owners** – All members with an Energy or Ancillary Service ownership share of a resource are required to confirm ownership information.

- **Marketing Agents** – Companies responsible for offering resources into the Energy or Ancillary Service markets via Markets Gateway.
- **PJM Client Management Department** – The PJM Client Management Department processes requests from Resource Owners to update ownership information and coordinates with other PJM departments to have such requests processed.

Using This User Guide

We believe that explaining concepts is just as important as presenting procedures. This philosophy is reflected in the way we organize the material in this user guide. We start each section with an overview. Then we present details, procedures or references to procedures found in other PJM user guides or PJM Manuals. The following provides an orientation to this user guide's structure.

What You Will Find in This User Guide

- A table of contents that lists two levels of subheadings within each of the sections
- An approval page that lists the required approvals and a brief outline of the current revision
- A section containing specific guidelines, requirements or procedures including PJM actions and PJM member actions

Section 1: Resource Tracker

Welcome to the Resource Tracker section of the PJM User Guide for Resource Tracker. Resource Tracker is an information system developed by PJM as an internet-based application. It allows Generation Owners to provide and obtain information pertaining to generation ownership.

In this section you will find the following information:

- Resource Tracker application functions (see Resource Tracker Functions)
- Log In instructions (see Log In and Application Roles)
- List of PJM rules and guidelines related to Ownership Confirmation (see Rules and Guidelines)
- How to navigate the application and confirm resource ownership information (see Confirming Resources)
- How to report erroneous ownership information (see Reporting Discrepancies)
- How discrepancies are resolved (see Resolving Discrepancies)

1.1 Resource Tracker Functions

The Resource Tracker application allows participants to view consolidated resource ownership information related to several PJM markets:

- **Energy Ownership** – Entity or entities that receive shares of PJM Energy Market (Real-Time/Day-Ahead) credits and associated credits/charges as recorded by PJM Settlements, Inc.
- **Ancillary Services Ownership** – Entity or entities that receive shares of Ancillary Services (Day-Ahead Scheduling Reserve, Operating Reserve, Regulation, Spinning Reserve) credits/charges as recorded by PJM Settlements, Inc.
- **Capacity Ownership** – Entity or entities that have a share of owned megawatts for capacity resources as reported by the PJM Capacity Exchange. Note that Capacity Ownership is based on owned megawatts, not committed megawatts.
- **NERC Compliance** – Entity has to confirm that the Generator Owner and Generator Operator are in compliance.
- **PJM Generation Owner** – As defined in the Open Access Transmission Tariff.
- **System Restoration Contacts** – Contacts that request to receive the invitations associated with the PJM System Restoration Drills.
- **Dispatching Agent** – Entity directly responsible for the operation of a physical generation resource that would be contacted in the event PJM Dispatch requires immediate action as recorded by PJM's Markets Gateway application; only one company can be named the Dispatching entity for a given resource.
- **Marketing Agent** – Company responsible for offering the resource into the Energy or Ancillary Service Markets via Markets Gateway; only one company can be named the Marketing entity for a given resource.
- **Physical Owner** – Owner of the property, plant and equipment of the generator, as listed on the Interconnection Service Agreement; this may not be a PJM member.
- **Telemetry Contact**- This would be the person / group that PJM would reach out to if there are any issues with the ICCP, DNP, or Jetstream connections.

Participants are required to confirm the resource ownership details are correct as reported by the Resource Tracker application in accordance with Manual 14D, section 5.3.7. All reported discrepancies will be investigated and resolved by PJM Member Relations.

1.2 Log In and Application Roles

The **Log In** function provides security for the Resource Tracker application and databases by ensuring that only registered users have access to Resource Tracker. The **Log In** function also determines which parts of the application can be accessed by the user and which navigation options are available.

Resource Tracker Application Privileges

To access Resource Tracker, market participants must have a valid PJM Tools user account with one of the following roles assigned:

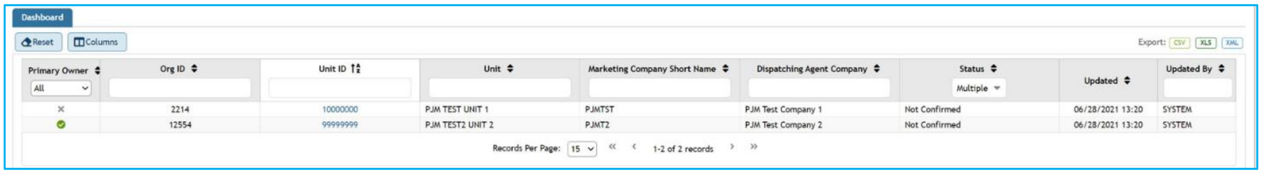
- **Read Only –** Users that only view resource ownership information.
- **Read/Write –** Generation owners as described in the OATT that can confirm or report discrepancies for resource ownership information.

1.3 Rules and Guidelines

The following is a list of business rules and guidelines to follow when working with Resource Tracker:

- All members with an Energy or Ancillary Service ownership share of a resource, or who are responsible for entering Energy offers into PJM's systems, are asked to confirm ownership information. This information is pulled from MSRS. If there is a discrepancy, you would need to report it using the **Report Discrepancy** tab.
- At that time, a case will be opened, and your Client Manager will follow up with you.
- Individual unit statuses will change to "Expiring" 10 business days prior to the established deadlines. If a confirmation has still not been logged within five business days of the deadline, an automated email will be sent daily to participants by the Resource Tracker application alerting that action is required.
- If ownership changes occur, registered users will receive an automated email from the Resource Tracker system alerting them that confirmation is due within two business days as in accordance with Manual 14D, section 5.3.7.
- If no action is taken by the specified deadline, the status will change to "Expired." An automated email will be sent to participants by the Resource Tracker application alerting that action is required.
- Once a company no longer has Energy or Ancillary Services share of a resource, the associated record in the Resource Tracker application will automatically be removed.
- Any reported discrepancies will be resolved by PJM as soon as possible. There may be cases when the discrepancy is not resolved prior to the deadline; however, this will not count against the member company. Members are asked to cooperate with PJM to supply corrected ownership values.

1.4 Resource Tracker Dashboard



Upon user login to the Resource Tracker application, the user will be directed to the dashboard.

- Resources are displayed based on the company the user account is linked to.
  - Users that have accounts across several companies must log in to each account separately.

- Each of the columns are able to be sorted and filtered.
- Users may download ownership information for all resources tied to their account using the **Export** button at the top right of the screen.

An Excel file will be generated that lists the detailed ownership data reported in the application on a series of tabs:

- Energy & Ancillary Service ownership information
- Capacity Ownership information
- Physical Ownership information
- Marketing entity and Dispatching entity information

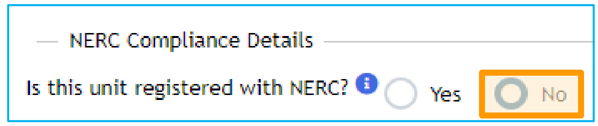
1.5 Explanation of Data Fields

Information that is displayed in the Resource Tracker application is either user-entered or pulled directly from various source systems at PJM:

<table>
<tr><th>Ownership</th><th colspan="3">Details</th></tr>
<tr><th>Energy and Ancillary Service</th><th>Physical Ownership</th><th>NERC Compliance</th><th>System Restoration Contact</th></tr>
<tr><td>Displayed in the Unit Ownership Details section and is pulled from PJM's Markets Settlement Reporting System (MSRS). The ownership percent represents the share of financial settlement the given account receives. Only ownership shares belonging to the subaccount tied to the user's account will be displayed.</td><td>Displayed in the Physical Ownership Details section. The Physical Owner is meant to capture the owner of the property, plant and equipment of the generator, as listed on the Interconnection Service Agreement. This may not be a PJM member.</td><td>Certify that the Generator Owner and Generator Operator are in compliance with NERC.</td><td>Used to send out the System Restoration Drill invites and other notifications.</td></tr>
<tr><th>Capacity</th><th colspan="3">Marketing and Dispatching Agent</th></tr>
<tr><td>Displayed in the Capacity Ownership Details section and is pulled from PJM's Capacity Exchange system. Only capacity owned by the subaccount tied to the user's account will be displayed. Displayed are the owned megawatts only.</td><td colspan="3">Displayed in the Unit Contact Information section and are pulled from PJM's Markets Gateway system.
• The Marketing Agent company should designate the PJM subaccount responsible for entering the unit offer into Markets Gateway. Please provide contact information that PJM Market Operations personnel can use in the event a question regarding Energy Market offers arises.
• The Dispatching company should designate the company responsible for the dispatch of the unit. Please provide contact information that PJM Dispatch personnel can utilize in the event a question regarding the dispatch of a unit arises.</td></tr>
</table>

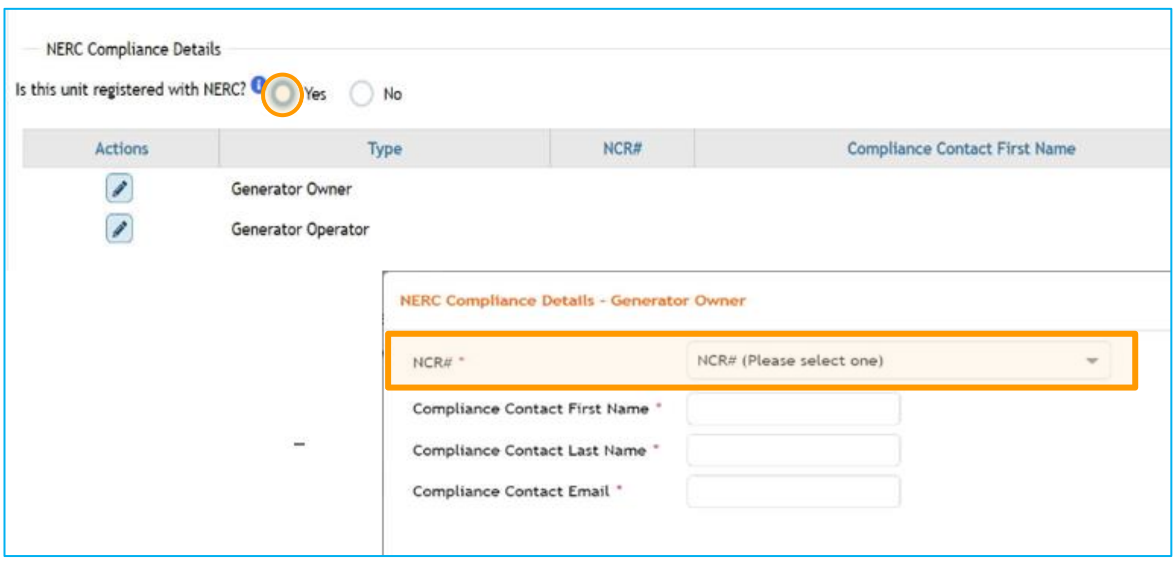
1.6 How to Confirm NERC Compliance Details

Select **NO** for “Is this unit registered with NERC in accordance with the Functional Model based on these standard requirements:



1. Individual generating unit >20 MVA (gross nameplate rating) and is directly connected to the bulk power system
2. Generating plant/facility >75 MVA (gross aggregate nameplate rating) or when the entity has responsibility for any facility consisting of one or more units that are connected to the bulk power system at a common bus with total generation above 75 MVA gross nameplate rating
3. Any generator, regardless of size, that is a black start resource material to, and designated as part of, a Transmission Operator entity’s restoration plan
4. Any generator, regardless of size, that is material to the reliability of the bulk power system

If the generator is registered with NERC, then under the **Generator Owner** drop-down menu, select a NERC NCR# and NERC entity name. Repeat that step under the **Generator Operator**. Fill in the required compliance contact information (First Name, Last Name and Email). Individual emails should be used; distribution lists are not acceptable.

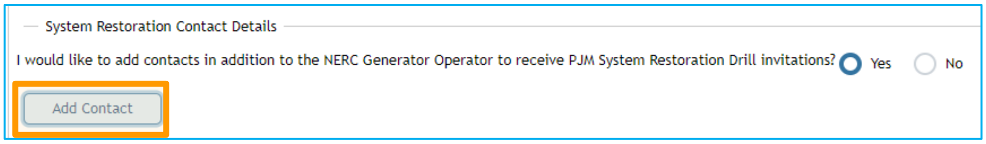


1.7 How to Add/Edit/Delete System Restoration Contacts Details

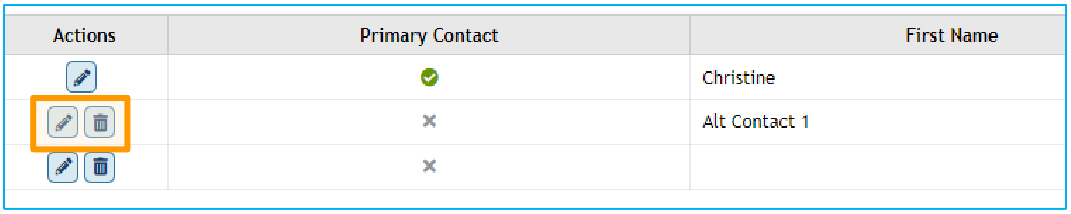
- Depending if the check box was selected in the NERC Compliance Details section will determine the question asked for System Restoration Contacts.
  - If the NERC check box was **NOT** selected, then the wording of the question will be as follows: *Unit would like to be notified about System Restoration Drills in its area in which the unit is NOT required by NERC, or PJM, to participate.*
- The wording of the question does not change the functionality for System Restoration Contacts, it merely reflects if a NERC compliance contact was added or not.

- If a System Restoration Contact is desired, select **Yes** to the question and an additional box will appear to enter that information.
- Fill in the required contact information (First Name, Last Name and Email). Individual emails should be used; distribution lists are not acceptable.
- This contact will receive the System Restoration Drill invite and any subsequent questions.

- Additional contacts can be added by clicking the **Add Contact** button. A maximum of three (3) contacts may be entered.



After additional alternate contacts are added, edits and deletions can be made to the contact. Click the **pencil** icon to edit the contact information and click the **trash can** icon



Actions	Primary Contact	First Name
	✔	Christine
	×	Alt Contact 1
	×	

Unit Specific Information

TO Zone in which the unit is electrically connected? Select One

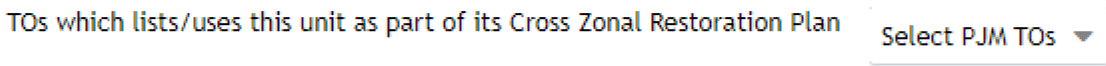
Which Transmission Owner owns the resource's Point of Interconnection (POI)?

Is this unit part of a PJM Member TO Restoration Plan? Yes No

All TOs have a Restoration Plan: is this resource, or its Point of Interconnection, mentioned or utilized as part of any TO's Restoration Plan?

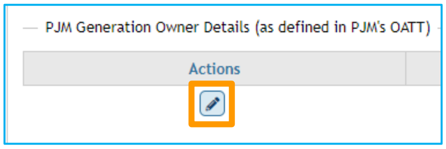
Is this unit part of a Cross Zonal (any level) Restoration Plan? Yes No

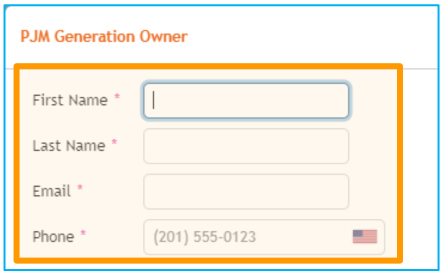
Cross Zonal Restoration Plans are a special class of Restoration Plan. Is the resource part of any level of Cross Zonal Coordination?



As a resource's Restoration Plan involvement in a Cross Zonal scheme does not have to be with the TO of the resource's Point of Interconnection, please specify which TO's Restoration Plan this resource is a part of

1.8 How to Add PJM Generation Owner Contact Details



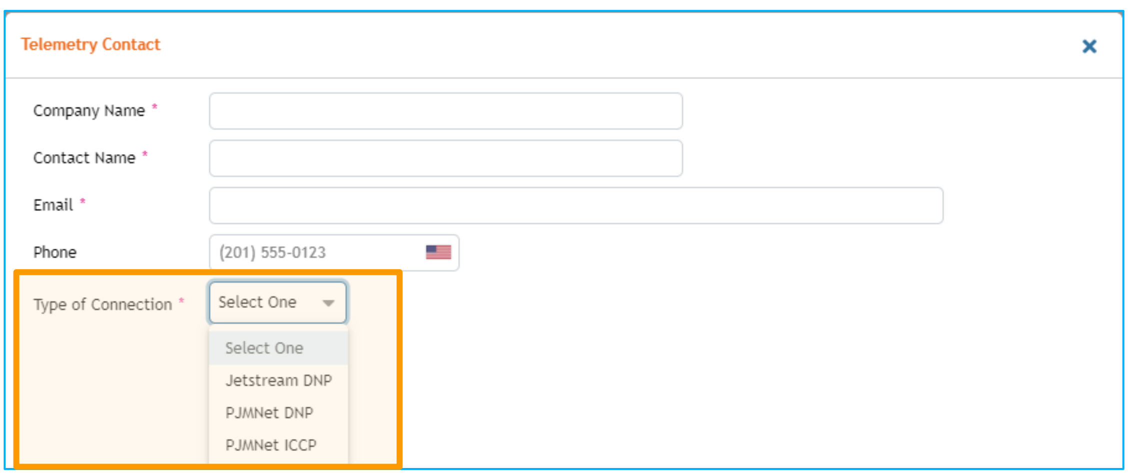


PJM Generation Owner is defined in PJM's Open Access Transmission Tariff. This definition will provide guidance on which individual contact information should be provided. Manual 14D, section 2.1 describes Generation Owners' responsibilities and how a single point of contact for real-time and near real-time operations is required.

- Click the **pencil** icon and a drop-down menu will appear.
- Fill in the required contact information (First Name, Last Name, Email and Phone). Individual emails should be used; distribution lists are not acceptable.

1.9 How to Add/Edit/Delete Telemetry Contact Contacts Details

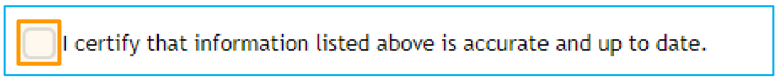
- Select the **pencil** icon to add a new contact. Choose the **Type of Connection** in the drop-down menu.



1.10 Confirming Resources

- Generation Owners must log in to the Resource Tracker application to view each resource's information.

- After logging into the Resource Tracker application, click on the **Unit ID** to view individual resource ownership information.
- The Marketing Agent and Dispatching Agent contact sections are editable. If the information is missing or inaccurate, update the details directly before confirming or reporting a discrepancy.
- If all ownership information (Energy and Ancillary Services, Capacity, Physical, NERC Compliance Details, PJM Generation Owner Contact Details, System Restoration Contact Details, Marketing Agent Company, Dispatching Agent Company) is accurate, choose the **"I certify that the above information is complete and accurate"** option and click the **Submit** button.



1.11 Reporting Discrepancies

If the user does not agree with the ownership information (Energy and Ancillary Services, Capacity, Physical, Marketing Agent Company, Dispatching Agent Company) presented via the Resource Tracker system, note the incorrect data elements and the correct values in the **Discrepancy Description** text box.

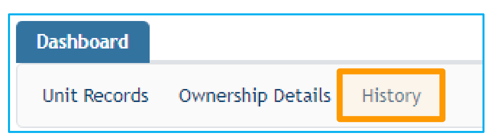
- By clicking **Submit**, the user is confirming all other data related to the unit.
- When discrepancies are reported, an automated email will be sent to the PJM Client Managers via the Resource Tracker system alerting them of the reported discrepancy. Client Managers will follow up on reported discrepancies on an individual basis.
- Any reported discrepancies will be resolved by PJM as soon as possible. There may be cases where the discrepancy is not resolved prior to the deadline; however, this will not count against the member company. Members are asked to cooperate with PJM to supply corrected ownership values.

1.12 Resolving Discrepancies

Upon resolution of a discrepancy, the Client Manager will change the status of the record in the Resource Tracker system to "Discrepancy Resolved." Users will receive an email stating when a discrepancy has been resolved.

1.13 Viewing Confirmation History

- Users can view the complete unit confirmation history by clicking on the **History** tab at the top of each resource's row.
- A list of the history for the specific resource will be listed along with the time each action was logged by the Resource Tracker tool.



Section 2: Revision History

Revision 08 (Sept. 16, 2020)

Updated User Guide to exclude:

- Update Resource Tracker Functions with Capacity Ownership section
- Update Explanation of Data Fields section

Revision 07 (Sept. 24, 2019)

Updated User Guide to exclude:

- Update Resource Tracker Functions with PJM Generation Owner section
- Update Explanation of Data Fields section

Revision 06 (Feb. 22, 2019)

Updated User Guide to exclude:

- Explanation of Offer Originator, Offer Originator Ultimate Parent, Alternate Interested Party
- Step-by-Step Instructions on How to add Offer Originator, Offer Originator Ultimate Parent and Alternate Interested Parties

Revision 05 (Feb. 1, 2019)

Updated User Guide to include:

- Explanation of Data Fields
- Step-by-Step Instructions to enter System Restoration Contact Details

Revision 04 (May 10, 2018)

- Update eMKT to Market Gateway
- Update Member Relations to Client Management

Revision 03 (Oct. 30, 2014)

Updated User Guide to include:

- Explanation of Data Fields section
- Step-by-Step instructions to enter in NERC compliance details

Revision 02 (Nov. 21, 2013)

Updated User Guide to include:

- Explanation of Data Fields section
- Step-by-Step Instructions to Create Offer Entity and Offer Entity Parent Mapping

Revision 01 (Sept. 26, 2013)

This is the first release of the PJM User Guide for Resource Tracker.