Resource Tracker User Guide

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Prepared By:

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PJM User Guide: Resource Tracker

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Approval

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Current Revision

Revision 06 (02/22/2019)

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

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 www.pjm.com and select "Manuals" under the "Library" pull 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 the ability to review all sources of ownership information (Energy, Ancillary Services, Dispatching Agent, Marketing Agent, Physical Owner, 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:

- The Resource Tracker application functions (see “Resource Tracker Functions”)
- Log In Instructions (see “Log In”)
- A list of PJM rules and guidelines related to Ownership Confirmation (see “Rules and Guidelines”)
- How to navigate the application, 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 –the entity (ies) that receives shares of Energy (Real Time/Day Ahead) credits and associated credits/charges as recorded by PJM Settlements, Inc.
- Ancillary Services Ownership - the entity (ies) that receives shares of Ancillary Services (Day Ahead Scheduling Reserve, Operating Reserve, Regulation, Spinning Reserve) credits/charges as recorded by PJM Settlements, Inc.
- Capacity Ownership –the entity(ies) that has a share of owned MWs for capacity resources as reported by PJM Capacity Exchange. Note capacity ownership is based on Owned MW, not Committed MW.
- NERC Compliance Details-the entity has to confirm that the Generator owner and Operator are in Compliance.
- Dispatching Agent –the 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 – the 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 – the owner of the physical plant and property, not necessarily a PJM member.

Participants are requested 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 Client Management.

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 – Users 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 are responsible for entering Energy offers into PJM's systems are asked to confirm ownership information in accordance with Manual 14D section 5.3.7.
- Individual unit statuses will change to "Expiring" ten business days prior to the established deadlines. If a confirmation has still not been logged within 5 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 confirmation is due within 2 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 set to "Unit Ownership Terminated". The company will no longer need to act on the record, but can refer to prior history for informational purposes.
- 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.

1.4 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 “Download” button at the top 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:
    - Energy and Ancillary Service ownership is displayed in the Unit Ownership Details section and is pulled from PJM’s settlement system. 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.
    - Capacity ownership is 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. The ownership percent is calculated using the Owned MWs only; RPM or FRR commitments are not considered in the displayed ownership percentage.
    - Physical Ownership Details are 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, and may not be a PJM Member. The original population of physical ownership utilized public sources available online,

namely the EIA 860. Please pay special attention to the company listed and report a discrepancy if it needs to be updated.

- NERC Compliance Details is to certify that the Generator owner and generator Operator are in compliance with NERC.
- System Restoration Contact Details are used to send out the System Restoration Drill invites and other notifications.
- Marketing and Dispatching Agent details are 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.

1.6 How to Confirm NERC Compliance Details

Under the Generator Owner drop down 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).

Nerc Compliance Details

Type	NCR# (Please select one)	Compliance Contact First Name	Compliance Contact Last Name	Compliance Contact Email
Generator Owner	Please select a NERC NCR# and NERC entity name			
Generator Operator	Please select a NERC NCR# and NERC entity name			

I certify that I meet the standard requirements to not be registered with NERC.

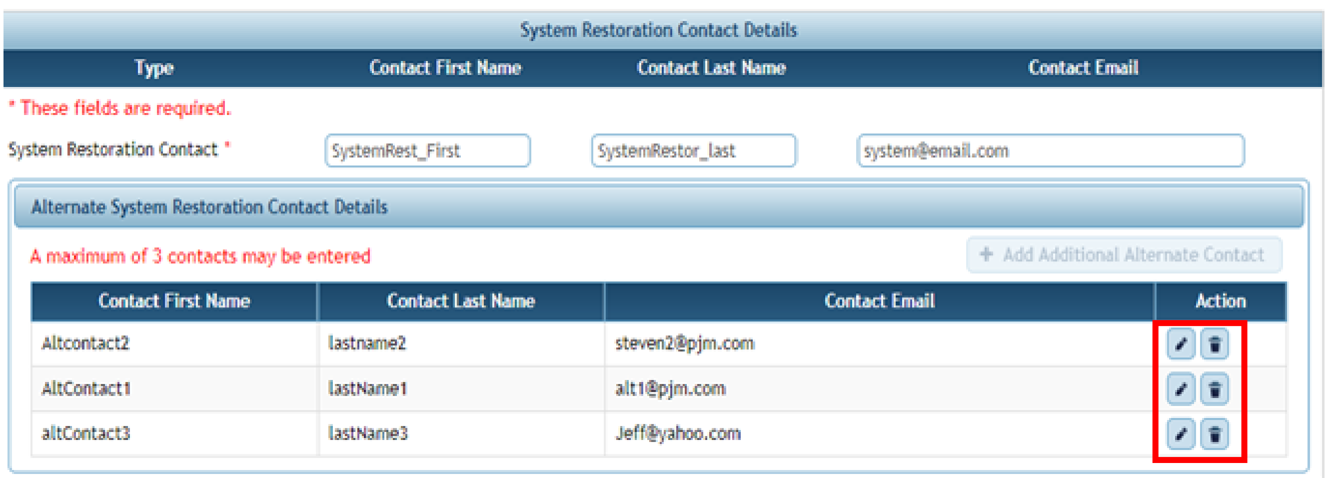
Only check the "I certify that I am NOT registered with NERC based on the standard requirements if

1. Individual Generating unit >20 MVA (gross nameplate rating) and is directly connected to the bulk power system or
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, or;
3. Any generator, regardless of size, that is a Blackstart resource material to and designated as part of a Transmission Operator entity's restoration plan, or;
4. Any Generator, regardless of size, that is material to the reliability of the bulk Power System.

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

A primary *System Restoration Contact* is required. A First Name, Last Name, and Email must be filled into the fields. An individual name or distribution can be added in the fields. If inputting a distribution list, ensure that the *First Name* and *Last Name* are filled in (i.e. First name ="Real Time"; Last Name = "Desk") and the *Email* represents the distribution list. This contact will receive the System Restoration Drill Invite and any subsequent questions. Additional contacts can be added by clicking the *Add Additional Alternate Contact* button. A Maximum of three (3) contacts may be entered.

After Additional Alternate Contacts are added, edits and deletion can be made to the contact. Click on "pencil" to edit the contact information and click on the "trash can" to delete the contact.



1.8 Confirming Resources

- Resource Owners must log into the Resource Tracker application to view each resource's information.
- After logging into the Resource Tracker application, users should click on the pencil icon at the far right of the row to view individual resource ownership information.
- The Marketing Agent and Dispatching Agent contact information sections are editable. If the information is missing or inaccurate, users must update the details directly before confirming or reporting a discrepancy.
- If all ownership information (Energy and Ancillary Services, Capacity, Physical, NERC Compliance Details, System Restoration Contact Details, Marketing Agent Company, Dispatching Agent Company,) is accurate, the user should choose the "I certify that the above information is complete and accurate" option and click the "Submit" button.

1.9 Bulk Confirmation of Resources

- In the event a user is certain that the data reported in the Resource Tracker application is accurate for a number of resources, a bulk confirmation feature is available to simplify the confirmation process.
- Because some of the data reported in the application is initially entered by the user, bulk confirmation is only available for resources that have been previously confirmed.
- Resources eligible for bulk confirmation will have a checkbox available for selection under the "Select for Bulk Confirmation" heading on the Resource Tracker Dashboard.
- Users should select all units they wish to confirm, and select the "Bulk Confirmation" button at the top of the screen to submit the resources as confirmed.
- By clicking "Submit," the user is confirming all data related to the selected units.
- Discrepancies cannot be reported via bulk confirmation.

1.10 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, the user should 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.

1.11 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.

1.12 Viewing Confirmation History

- Users can view the complete unit confirmation history by clicking on the "document" icon at the right 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.

Revision History

Revision 01 (09/26/2013)

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

Revision 02 (11/21/2013)

Updated User Guide to include:

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

Revision 03 (10/30/2014)

Updated user guide to include:

- Explanation of Data Fields Section
- Step by Step Instructions to enter in NERC Compliance Details

Revision 04 (05/10/2018)

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

Revision 05 (02/01/2019)

Updated user guide to include

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