



**Western Area Power Administration (WAPA)**  
**Annulment Business Practice**  
**(Transmission Service Reservations)**

This Business Practice outlines WAPA's process for annulment of a transmission service reservation (TSR) at the request of the Transmission Customer (TC) when either:

- 1) an unintentional mistake is made by the TC when entering a request for transmission service; or
- 2) the TC obtained a TSR to mitigate a WAPA transmission outage and WAPA subsequently changes/cancels the outage leaving the TC with transmission service that is no longer needed.

WAPA will only annul a TSR with a status of "Confirmed" that has not had an implemented schedule.

**1.0) For Unintentional Mistake by TC:**

In order to have a TSR submitted by mistake considered for annulment, the TC must contact WAPA's applicable Regional Office and submit a pre-confirmed REPLACEMENT request on OASIS<sup>1</sup> within the following time limits after the "Approved Time" of the ORIGINAL request:

- a. 30 minutes for a request starting the next hour.
- b. 2 hours for a request starting after the next hour or later through the next 4 days.
- c. 3 days for a request starting the 5th day after the current day or later.

The REPLACEMENT request must be an equal or greater MW<sup>2</sup> and Service Increment Type request and include a Customer Comment noting the TC's request for an annulment and the associated TSR reference number of the ORIGINAL reservation. The TC must provide the reason that it is requesting WAPA to annul its ORIGINAL request when it contacts WAPA's applicable Regional Office.

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<sup>1</sup> WAPA will grant an annulment without a REPLACEMENT request if the TC contacts WAPA's applicable Regional Office within 10 minutes of the "Queued Time" of the ORIGINAL request and notifies WAPA that an unintentional entry error occurred (e.g. clerical entry error on OASIS, wrong POR/POD combination, etc.) resulting in the TC's ORIGINAL request being submitted by mistake.

<sup>2</sup> Except in the case where an obviously unintended and excessively large MW value, or incorrect Service Increment Type, was mistakenly entered by the TC in the ORIGINAL request.



After the TC requests WAPA to annul a TSR it submitted by mistake, WAPA will determine whether an unintentional mistake was made. WAPA will evaluate the ability to accept the REPLACEMENT request, and if WAPA determines that it can, it will accept the REPLACEMENT request and annul the ORIGINAL TSR<sup>3</sup>. WAPA will note the reason it has annulled the ORIGINAL request in the Seller Comment. If WAPA determines that it cannot accept the REPLACEMENT request, it will reject the REPLACEMENT request and not annul the ORIGINAL TSR.

An Hourly-Secondary TSR with a request type of Redirect will not be annulled. An Hourly-Secondary TSR can be nullified by the TC submitting a request to "Relinquish" its unscheduled capacity associated with its non-firm redirect reservation in lieu of an annulment.<sup>4</sup>

**2.0) For Change in WAPA Transmission Outage Schedule or Path Derate:**

For an annulment request based upon a WAPA transmission outage change/cancellation or change in a path derate, the TC must contact WAPA's applicable Regional Office and provide all the necessary information needed by WAPA to evaluate the request including WAPA's original transmission outage posting or path derate, subsequent modification to the outage or path derate posting, and documentation showing that the TC purchased alternate unneeded transmission service due to the outage change/cancellation or change in a path derate. The request for annulment must be made no later than two business days after WAPA posts such change to the impacting transmission outage schedule or change in a path derate and prior to the START time of the TSR.

**3.0) For WAPA Processing Error:**

If WAPA approves a transmission service request in error (e.g. where the request was invalid, WAPA inadvertently violates a business practice, or where transmission capacity was unavailable), WAPA will notify the TC of the circumstances and will set the TSR to "Annulled" status and note the reason in the Seller Comment.

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<sup>3</sup> WAPA may annul the ORIGINAL request first to allow the REPLACEMENT request to be submitted for evaluation and/or to be accepted (e.g. in cases where the ORIGINAL request is holding ATC that needs to be released to allow the REPLACEMENT request to be accepted), subject to the requirement that the TC submit the appropriate REPLACEMENT request. WAPA will note such conditional annulment in the Seller Comment.

<sup>4</sup> For information, Western will approve a TC's request to relinquish its non-firm redirect under the following the conditions: 1) the Hourly-Secondary reservation has not had a schedule implemented, and 2) the relinquish request start time is not in the past.