

**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 within the following time limits after the "Queued Time" of the ORIGINAL request:

- a. 10 minutes for a request starting the next hour.
- b. 30 minutes for a request starting after the next hour or later through the next 4 days.
- c. 24 hours for a request starting the 5th day after the current day or later.

The REPLACEMENT request must be an equal or greater MW¹ 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.

After the TC requests that WAPA 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. If WAPA determines that it cannot accept the

¹ Except in the case where an obviously unintended and excessively large MW value was mistakenly entered by the TC in the ORIGINAL request (e.g. multiple times the desired amount of service).

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.²

2.0) For Change in WAPA Transmission Outage Schedule:

For an annulment request based upon a WAPA transmission outage change/cancellation, 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, subsequent modification to the outage posting, and documentation showing that the TC purchased alternate unneeded transmission service due to the outage change/cancellation. The request for annulment must be made no later than two business days after WAPA posts such change to the impacting transmission outage schedule 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.

² 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.