



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

This Business Practice outlines Western’s process for annulment of a transmission service reservation (TSR) at the request of the Transmission Customer (TC) when an unintentional mistake is made by the TC when entering a request for transmission service. Western will only annul a TSR with a status of “Confirmed” that has not had an implemented schedule.

In order to have a TSR considered for annulment, the TC must contact Western’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 MW<sup>1</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 Western to annul its ORIGINAL request when it contacts Western’s applicable Regional Office.

After the TC requests that Western annul a TSR, Western will determine whether an unintentional mistake was made. Western will evaluate the ability to accept the REPLACEMENT request, and if Western determines that it can, it will accept the REPLACEMENT request and annul the ORIGINAL TSR. If Western 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>2</sup>

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<sup>1</sup> 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).

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



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