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## Contents

1	PURPOSE .....	2
2	SCOPE AND APPLICABILITY .....	2
3	ROLES AND RESPONSIBILITIES .....	2
3.1	ATC .....	2
3.2	LDC .....	2
4	ADDITIONAL INFORMATION .....	2
4.1	Entity Ownership Record .....	2
4.2	Formal Notice Contact .....	3
5	DOCUMENT REVIEW .....	3
6	RECORDS RETENTION .....	3
7	REVISION INFORMATION .....	3
8	APPENDIX A: ENTITY OWNERSHIP AND FORMAL NOTICE CONTACT RECORD UPDATE PROCESS FLOWCHART .....	4
8.1	EOR Changes Review & Approval Process .....	4
8.2	No EOR Changes Approval Process .....	4

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*CAUTION: Any hard copy reproductions of this Business Practice should be verified against the on-line system for current revisions.*

## 1 PURPOSE

The purpose of this business practice is to document the joint process for annually updating the Entity Ownership Record (EOR) between ATC and the Local Distribution Company (LDC).

## 2 SCOPE AND APPLICABILITY

This document applies to the review and update of ownership records by both ATC and a LDC. Use of this process applies to any LDC with equipment interconnected to the ATC Transmission System consistent with the obligations found in the Distribution-Transmission Interconnection Agreement (D-T IA)<sup>1</sup>.

## 3 ROLES AND RESPONSIBILITIES

The roles and responsibilities of ATC and the LDC are as follows:

- 1.) Each party shall notify the other party when modifications are made to their respective interconnection facilities consistent with Article 8 of the D-T IA, through this process.
- 2.) Each party will be responsible for its own respective costs associated with updating the EOR.

### 3.1 ATC

- ATC will initiate annual review by preparing a draft EOR and formal notice contact revisions for review by the LDC. For this draft, ATC will utilize drawings jointly managed with the LDC maintained within ATC's ProjectWise system and an associated drawing list. ATC will indicate specifically which diagrams it believes have been modified since the previous annual review. Even if ATC records indicate that there have been no modifications to any of the diagrams since the previous annual review, ATC will still route to the LDC an EOR approval document for their formal agreement on this point.
- ATC will incorporate the mutually agreeable revisions to the EOR into a final EOR for formal concurrence by both parties. This final EOR will then be issued for execution by both parties.
- ATC will then issue hard copies of the executed pages of the EOR to the LDC for record keeping and an electronic copy of the EOR to the LDC.

### 3.2 LDC

- Upon receipt of ATC's draft EOR revisions, the LDC will propose revisions, if necessary, and ultimately work with ATC to edit the EOR revision to a mutually agreeable updated version ready for approval.
- Once a mutually agreeable version is ready for approval, the LDC will approve the document through execution and issue to ATC for finalization into a formal EOR.

## 4 ADDITIONAL INFORMATION

Appendix A shows a general process flow diagram for the review, update and management of the EOR and associated information between ATC and an LDC.

### 4.1 Entity Ownership Record

The EOR details for every D-T interconnection between ATC and the LDC Interconnection Points as defined in Section 1.25 of the D-T IA.<sup>2</sup>

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<sup>1</sup> Refer to Article 2 Section 2 of the D-T IA

<sup>2</sup> "Interconnection Point(s) shall mean the point(s) at which the Distribution System is connected to the Transmission System, as set forth in documents prepared and updated from time to time pursuant to Section 2.2 hereof. Distribution System shall mean the Interconnection Facilities owned by the Local Distribution Company and used to deliver power and energy to end users including but not limited to transformers, switches, and feeders with an operating voltage of less than 50 kilovolts or such other facilities as may be designated by the State Commission or other applicable regulatory agency. Transmission System shall mean all facilities of Transmission Owner that are classified as part of the transmission function in the MISO Tariff and the Interconnection Facilities owned by the Transmission Owner."

The EOR will be in the following format:

- Cover page
  - Indicates the involved parties – ATC and LDC.
  - Indicates the effective date of the EOR (the date the draft EOR package is sent to the LDC for initial review and comment because this is the latest possible date for drawing edits).
  - Indicates the sections of the package.
- Section A – EOR Approval Page
  - Indicates concurrence of the entire EOR through execution of each party.
- Section B – EOR Network Substations
  - List that indicates the network substations by name and provides the interconnection voltage (if available), drawing number, drawing date and revision notes so that each party can review why and when the drawing was edited (this will indicate what drawings are sent for review and approval on an annual basis).
  - EOR network substation diagrams in alphabetical order (type of diagram is dictated by ATC's Operations Switching Diagram Requirements Guide).
- Section C – EOR Radial Substations
  - List that indicates the radial substations by name and provides the interconnection voltage (if available) and revision notes (if available).
  - Indicates the official point of interconnection for all radial substations. This section does not include substation diagrams because there are no transmission reasons to show this information in a formal document.

#### 4.2 Formal Notice Contact

ATC will administer with the LDC the EOR update process via notice contacts required by D-T IA Section 10.2. ATC and the LDC will utilize the annual EOR update process to also exchange updates of notice contact information.

## 5 DOCUMENT REVIEW

This Business Practice will be reviewed at least every three years.

## 6 RECORDS RETENTION

ATC and the LDC will execute two originals of any EOR revisions, one for each party.

ATC will store all executed EOR records, formal notice contact records and communications associated with each within the K Drive (K:\Interconnection Services\Administrative\Entity Ownership Records) and under the appropriate year and Customer folder. This also includes any previous records.

ATC will store all records and communications pertinent to EOR and formal notice contact consistent with ATC's Records Retention Schedule which is located on ATC's internal website.

This Business Practice is available on ATC's Web site (<http://www.atcllc.com/>).

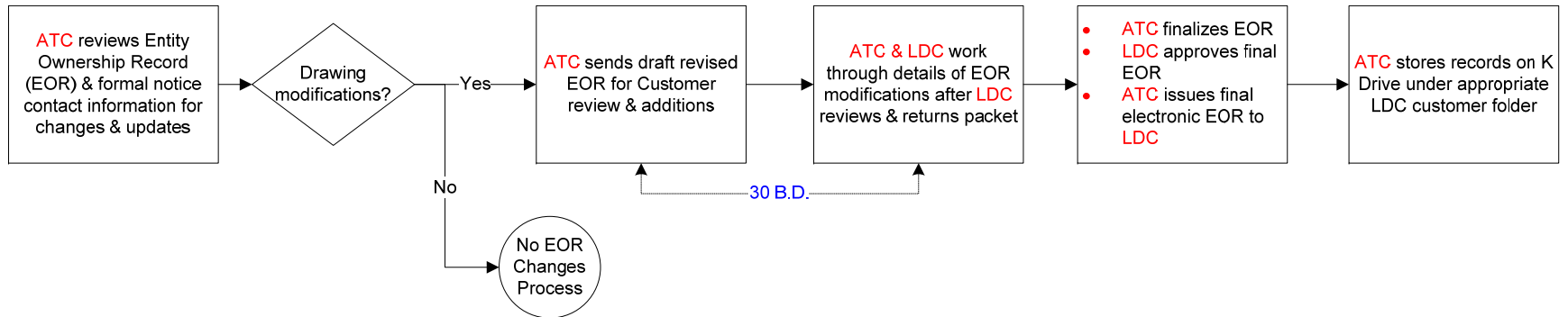
Previous versions of this Business Practice will be stored according to ATC's Record Retention Schedule and will be located on the K Drive (K:\Interconnection Services\D-T\D-T Management\Process Flowcharts & Documentation\Entity Ownership Record Process).

## 7 REVISION INFORMATION

Version	Author	Date	Section	Description
1.0	Danielle Hall	12-04-2012	All	New

## 8 APPENDIX A: ENTITY OWNERSHIP AND FORMAL NOTICE CONTACT RECORD UPDATE PROCESS FLOWCHART

### 8.1 EOR Changes Review & Approval Process



### 8.2 No EOR Changes Approval Process

