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Title: ENTITY OWNERSHIP RECORD (EOR) ADMINISTRATION		Issue Date:	08-05-2021
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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) to confirm the Formal Notice Contact.

2 SCOPE AND APPLICABILITY

This document applies to the process used to review and update the ownership records of ATC and/or an 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)¹.

3 ROLES AND RESPONSIBILITIES

3.1 ATC

ATC is responsible for:

- Notification to the LDC upon modification to their respective interconnection facility consistent with Article 8 of the D-T IA through this process.
- ATC costs associated with the EOR update process.
- Preparation of an annual communication to be sent to the LDC that will contain the EOR pursuant to Article 2 Section 2.2 of the D-T IA.
- Upon issuance of the EOR to the LDC, if coordination is required to edit the record, ATC leads communications to update documents as necessary.
- Initiation of the annual communication, storing records, and updating records.

3.2 Local Distribution Company

The LDC is responsible for:

- Notification to ATC upon modification to their respective interconnection facility consistent with Article 8 of the D-T IA, through this process.
- LDC costs associated with the EOR update process.
- Upon receipt of ATC's annual EOR communication, the LDC will review the information for accuracy.
- If the LDC finds inaccuracies, the LDC will contact ATC to discuss proposed changes to the EOR and ultimately work with ATC to edit the EOR to a mutually agreeable record.

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 provides details for each D-T interconnection between ATC and the LDC Interconnection Points as defined in Section 1.25 of the D-T IA.² ATC recommends utilization of Switch Designation Diagrams (SDD) for reference of specific equipment and demarcation identification. One-line drawings or other connection drawings can also be used for reference. The EOR provides a listing of substations, identifying network or radial interconnections. For specific definitions on radial and network connections see Appendix A.1 of the Load Interconnection Guide.

¹ Refer to Article 2 Section 2.2 of the D-T IA

² "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."

4.2 Formal Notice Contact

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

5 DOCUMENT REVIEW

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

6 RECORDS RETENTION

Documents are maintained per the Records Retention Schedule.
Records Management Index System (RMIS)
Records Management Policy #2002-2 Revision Information

ATC stores all EOR records, formal notice contact records and communications associated with each entity.

7 REVISION INFORMATION

Version	Author	Date	Section	Description
1.0	Danielle Hall	12-04-2012	All	New
2.0	Danielle Hall	xx-xx-xxxx	All	Updated process

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

Entity Ownership Record (EOR) & Formal Notice Contact Update Process

