FM-9120 – Protective Relay, RTU or Communication Channel Testing Request Form

Substation:	Request Submittal Date:
Test Start Date:	Start Time:
Test Completion Date:	Completion Time:
Requestor Name:	Phone #:
Requestor Fax #:	E-mail:
Person-In-Charge:	Phone #:

TYPE OF TESTING BEING REQUESTED:

☐ Routine Maintenance ☐ Troubleshooting ☐ Setting Change ☐ Commissioning

☐ Other, please explain: ☐ Emergency Troubleshooting/Repair

SPS Impacted? ◯ Yes ◯ No

Outage Request Associated With This Work? ◯ Yes ◯ No

Scope of Work (include expected duration of testing outage)**:**

Check all types of Equipment that will be removed from service for testing or work. In the right column of the table, note any energized high voltage equipment that will have delayed clearing time as a result of any removed Relay or Relay Communication Equipment.

		High Voltage Equipment With Delayed Clearing Time
Protection	☐ Bus Relaying	
	☐ Line Relaying	
	☐ Transformer Relaying	
	☐ Communication Channels	
	☐ Capacitor Bank Protection	
	☐ Breaker Failure Relay	
RTU	☐ RTU Equipment	N/A
	☐ Communication Channel	N/A
	☐ Other	N/A

SPECIAL PROTECTIVE SYSTEM (SPS):

- SPS documents and descriptions can be found on the network K drive\SPS Documentation.
- SPS activities must be scheduled a minimum of 10 business days in advance.
- System Operations Staff, see ATC-TOP-20GN-42 Special Protection System Procedure.
- Any SPS activity requires the approval of an ATC Transmission Reliability Adm.

☐ Special Protection System (SPS) SPS Number	Date:	Time:
Scope of Work:		
☐ Implementation or Decommissioning plan attached (required for any new, or to be retired SPS.)		

APPROVER NOTES:

Outage Coordinator

Transmission Reliability Adm. (if req'd)

Email completed forms to: atcoutages@atcllc.com Outage Coordinator approval required.

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DIRECTIONS FOR FILLING OUT FORM:

1. Requests for planned outages of protective relaying or communication channels used for high speed relay tripping must be submitted as follows:

   a. Planned outages of protective relays or communication channels used for protective relaying (including UVLS and UFLS facilities) must be submitted a minimum of **10 Business days** in advance of the planned testing and/or outage date.

   b. Short duration relay outages experienced during routine password updates do not need to be submitted to the ATC OC and can proceed at the discretion of an ATC System Protection Engineer or Technical Specialist. Remote relay setting changes do not require submittal, but should be performed at the discretion of the ATC SCO. Typically, remote relay settings do not affect tripping logic and do not require testing for verification.

   c. Submittal times will be waived to allow for expedited troubleshooting and repair of failing equipment. The ATC Outage Coordinator will evaluate the request and system conditions in order to determine prioritization of urgent or emergent work.

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2. Requests for planned outages of RTUs and RTU communication channels that are not used for protective relaying must be submitted as follows:

   a. Planned outages of RTUs and RTU communication channels that are expected to last more than five minutes must be submitted a minimum of **5 Business days** in advance of the planned testing and/or outage date.

   b. RTU outages that are expected to last less than five minutes and have no impact on Special Protection Systems (SPS) do not required an FM-9120 form and will be allowed to proceed at the discretion of the ATC System Control Operator based on real-time system conditions.

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3. This form can be used for small scopes of work, such as testing single elements (e.g., an SEL 321 line relay), or larger scopes of work, such as whole substations (e.g., Granville Substation). If multiple substations are being tested, send a form for each substation. **Enough information needs to be provided to determine which elements may experience delayed clearing.**

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4. **Special Protective Systems (SPS)** refer to automatic protective systems designed to detect abnormal or predetermined system conditions, and take corrective actions other than and/or in addition to the isolation of faulted components to maintain system reliability. It does not include underfrequency or undervoltage load shedding.

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5. The ATC System Protection group is available for consultation regarding scheme function and clearing times. You are encouraged to call when you have questions.

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6. The ATC System Operations Department will review the request and give tentative approval. Due to dynamic nature of the transmission system, final approval is not given until day of planned work. Technician must call the ATC System Control Operator on the day of planned work prior to testing to obtain approval.

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