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**TO: Primary and Secondary Compliance Contacts**

**FROM: Bob Goss**

**DATE : May 3, 2010**

**RE: TFE Module / SERC Portal**

SERC would like to introduce the updated TFE Module in the SERC Portal.

These updates are aimed at matching the functionality and workflow of the TFE Portal Module to the NERC Rules of Procedure Appendix 4D – Procedure for Requesting and Receiving Technical Feasibility Exceptions to NERC Critical Infrastructure Protection Standards.

The following is a list of changes that you will see in the new release of the TFE Module in the SERC Portal:

- Once logged in to the SERC Portal as an Master Account Administrator or TFE Contributor, the TFE Request menu will include the following links:
  - **Add New** – used to submit a new TFE.
  - **All TFE Requests** – when selected, provides a complete list of all the TFEs under your selected Master Account.
  - **Search** – when selected, provides various criteria to filter your search.
  - **Certification Statements** – allows you to search for TFE Certification Statements applicable to your selected Master Account.
- Some other new features include:
  - The ability to **Request Resubmittal** on a TFE that was **Rejected** by SERC.
    - You will have only one chance to resubmit against a Rejected TFE. If after review of the Resubmitted TFE, SERC plans to reject, the resubmitted TFE will move to a **Final Rejection** state (previously labeled “Denied”).
  - The ability to **Request Amendment** on any TFE that is in the following states – **Pending Review / Accepted / Approved / Disapproved**.
    - While an Amendment is Pending Review, a new Amendment cannot be requested.
    - After the Amended TFE meets or exceeds the state of the Originating TFE, the Originating TFE moves to an Amended end state.
    - If an amendment to an **Accepted** TFE reaches a **Final Rejection** status, the prior TFE is still in the **Accepted** state and a new Amendment can be started against that prior TFE.
    - You will have only one chance to amend a Disapproved TFE.



- The ability to **Request Termination** of a TFE. With this, SERC also has the ability to **Request Termination** of a TFE.
  - A TFE is not moved to the “Terminated” state until the Effective Date is achieved.
  - The Effective Date is inputted by the entity within the signed Request Termination section or assigned by SERC.
- Popup dialogue boxes when an **Amendment** or **Termination** is requested to provide the applicable information such as Effective Date, Reasons and Comments.
- The TFE “STATE” indicator box which visually lists the current TFE State throughout the process.
  - The TFE “STATE” indicator box is located directly under the Portal Form “STATUS” indicator box.
  - The available states are as follows: “Pending Review” / “Rejected” / “Final Rejection” / “Amended” / “Resubmitted” / “Accepted” / “Approved” / “Disapproved” / “Terminated”
- On the TFE Requests - Search Results screen, each of the following columns can be sorted by ascending / descending order: Unique ID, Standard/Requirement, TFE State and Submittal Status
- The Certification Statement page now lists the “TFE Unique ID number” and if an “Amendment / Resubmittal” is in process – Yes / No.
- Popup messages at various input stages:
  - When approving a Certification Statement
  - When submitting a “Resubmittal” or “Amendment”
  - When signing a “Termination Request”
- Regional Administrators will now have the ability to **Reject, Final Reject, Accept, Approve, Disapprove** and **Terminate** a TFE.
- SERC will receive email notifications after an amendment is submitted.

SERC has released the TFE Module effective Monday May 3, 2010. The SERC TFE Submittal Process training document has been updated to reflect this new functionality. The training document can be found by clicking [HERE](#). Please direct any questions to [serccomply@serc1.org](mailto:serccomply@serc1.org).