

**SERC Standing Committee Documents Process**  
**(Other than SERC Regional Reliability Standards)**



**Revision History**

<b>Revision</b>	<b>Date</b>	<b>Comments</b>
0	October 1, 2006	Document Origination
1	SERC SC approved January 7, 2009. SERC Executive Committee approved January 22, 2009.	Updated the SERC Standing Committee Document definitions and made minor revisions to the process steps.

**Responsible SERC Group(s)**

SERC Standards Committee (SC)

**Review and Re-Approval Requirements**

This document will be reviewed every five years or as appropriate by the SERC Standards Committee for possible revision. The existing or revised document will be re-certified and distributed to all members of SERC.

**List of Appendices**

Appendix A: Sample Comment Form for Draft SERC Standing Committee Document

Appendix B: Sample Consideration of Comments Form

## Table of Contents

<b>1.0</b>	<b>Introduction .....</b>	<b>1</b>
<b>2.0</b>	<b>SERC Standing Committee Documents Definitions .....</b>	<b>2</b>
<b>2.1.</b>	<b>Regional Criteria .....</b>	<b>2</b>
<b>2.2.</b>	<b>Standing Committee Reference Documents .....</b>	<b>2</b>
<b>2.3.</b>	<b>Other SERC Committee Documents .....</b>	<b>2</b>
<b>3.0</b>	<b>Process Steps .....</b>	<b>3</b>
<b>4.0</b>	<b>Catalog of SERC Regional Criteria .....</b>	<b>4</b>
	<b>Appendix A: Sample Comment Form for Draft SERC Standing Committee Document.....</b>	<b>5</b>
	<b>Appendix B: Sample Consideration of Comments Form.....</b>	<b>7</b>

### 1.0 Introduction

SERC members recognize a commitment to comply with NERC Reliability Standards for the planning, operation, and critical infrastructure protection of the interconnected Bulk Power System. The SERC region subscribes to and fully supports the NERC Reliability Standards. SERC continues to seek excellence in the reliability of the interconnected Bulk Power System in the SERC footprint by striving to exceed compliance with reliability standards.

In addition to NERC and SERC Regional Reliability Standards, the SERC Standing Committees have developed a series of documents to offer technical reference information to promote consistent practices among SERC members. These Standing Committee Documents may include Regional Criteria (SERC supplements), guidelines, white papers, and procedures.

The following process has been developed to ensure that all affected parties are aware of and are given an opportunity to provide input on new and revised SERC Standing Committee Documents. ***This process does not apply to new or revised SERC Regional Reliability Standards.***

## **2.0 SERC Standing Committee Documents Definitions**

Documents that are developed through the SERC Regional Reliability Standards Procedure are not SERC Committee Documents.

### **2.1. Regional Criteria**

Regional Criteria are not standards and therefore, are not enforceable under section 215 of the Federal Power Act but are instruments developed in accordance with section 313 of the NERC Rules of Procedure and utilized by SERC in its compliance with the terms and provisions of the delegation agreement with NERC.

SERC defines Regional Criteria as *reliability requirements developed by SERC that are necessary to implement, to augment, or to comply with reliability standards, but which are not reliability standards. Such Regional Criteria may be necessary to account for physical differences in the bulk power system but are not inconsistent with reliability standards nor do they result in lesser reliability. Regional Criteria may include specific acceptable operating or planning parameters, guides, agreements, protocols, or other documents.*

### **2.2. Standing Committee Reference Documents**

Standing committee reference documents are documents developed and approved by one or more of the SERC standing committees which offer technical reference information to promote consistent practices among SERC entities. These documents may be classified as guidelines, white papers, and/or procedures.

### **2.3. Other SERC Committee Documents**

Other documents which are classified as job aides or administrative documents (e.g., Hotline procedure documents, sub-group procedures, or sub-group scope documents) and are not subject to the review requirements listed in the SERC Standing Committee Documents Process. Some of these may be remanded back from the standing committee directly to a sub-group for adoption.

### 3.0 Process Steps

- 3.1. Any member of a SERC Standing Committee, SERC Standing Committee Sub-group, or SERC staff may propose a new SERC Standing Committee Document or a revision to an existing SERC Standing Committee Document. The member or sub-group shall submit the proposal in writing to the Manager of Reliability Standards. The SERC Manager of Reliability Standards will forward the proposal to the Standards Committee.
- 3.2. The Standards Committee will review the request to ensure it is not in conflict with or a duplication of a SERC Standing Committee Document drafting effort already proposed or in progress. The Standards Committee will forward the request and their findings to the appropriate SERC Standing Committee Chair(s).
- 3.3. The Standing Committee Chair(s) shall normally present the proposal to the Standing Committee Executive Committee(s) for their approval or disapproval. If approved, the Standing Committee Chair(s) shall assign the proposal to the appropriate Responsible SERC Sub-group (RSS). The RSS may be a permanent Standing Committee sub-group or a task force established expressly for drafting the document.
- 3.4. The RSS will develop the document and submit it to the SERC Standards Committee (SC) for review. The RSS may initiate future draft revisions to the document which are necessitated by revisions to standards, changes in practices, recertification requirements, etc. The RSS will also submit any such revisions to the SC for review.
- 3.5. The SC has the responsibility to ensure that the review process is conducted consistently for all draft SERC Standing Committee Documents. SERC Staff is responsible for posting the draft document on the SERC public website and for distributing information between SERC Standing Committees and sub-groups. The process steps are as follows:
  - 3.5.a. The RSS will send any new or revised SERC Standing Committee Document (in "Tracking" format) to the SC prior to seeking approval by its responsible SERC Standing Committee.
  - 3.5.b. The RSS will also send the SC an accompanying Comments Form which includes specific questions addressing the major issues associated with the new or revised document. In any event, the Comments Form must also allow for general comments on the document (see Appendix A for sample form).
  - 3.5.c. The SC will determine which draft document(s) will be sent through the review process.
    - New documents will be sent through the review process.
    - Document revisions which contain new guidelines or procedures as well as revisions to guidelines, definitions, or procedures will be sent through the review process.
    - Document revisions which consist only of minor editorial changes generally will not be sent through the review process.

- 3.5.d. Draft documents that are to be sent through the review process (along with accompanying Comments Forms) will be posted on the SERC public website for a 45-day review period.

From time to time, scheduling conflicts or other considerations may require a review period shorter than 45 calendar days. At the request of the RSS, the SC, at its discretion, will determine if a shorter review period is needed (but not less than 30 calendar days) in order to meet a deadline. The SC will inform the reviewing entities of the shorter review period when the draft or revised document is posted for comments.

A notice of the posting for comment will be sent to all SERC standing committees' representatives and alternates. In addition, the request will be sent (via e-mail) to individuals listed as entity contacts in the SERC compliance registry.

- 3.5.e. Comments are to be sent to SERC staff. Staff will consolidate comments and forward to the RSS.
- 3.5.f. The SC may review comments and make recommendations concerning them. Any SC recommendations will be forwarded to the RSS.
- 3.5.g. The RSS will develop a response to all comments and will notify the SC if the document needs to go through another review period.
- 3.5.h. The RSS will send the responses in the consideration of comments document (see Appendix B) along with the final draft of the document (both "tracking" and "clean" versions for document revisions) to the SERC staff for posting on the SERC website at least two (2) weeks prior to requesting approval of the document by its responsible SERC standing committee.
- 3.5.i. The RSS will be responsible for presenting the final document to its responsible SERC standing committee for approval.
- 3.5.j. The responsible SERC standing committee chair is responsible for presenting SERC Regional Criteria to the board executive committee for approval.
- 3.5.k. Approved Standing Committee Documents will be posted on the SERC website at ([www.serc1.org](http://www.serc1.org)).

#### **4.0 Catalog of SERC Regional Criteria**

The SERC Manager of Reliability Standards will be responsible for maintaining an updated listing of all SERC Regional Criteria and providing that listing to NERC in accordance with Section 313 of the Rules of Procedure.

## Appendix A: Sample Comment Form for Draft SERC Standing Committee Document

### COMMENT FORM FOR [INSERT APPROPRIATE TITLE OF SERC STANDING COMMITTEE DOCUMENT]

---

Please use this form to submit comments on **[insert description]**. Comments must be submitted by **[date]**. You must submit the completed form via email to **[insert appropriate contact names & e-mail addresses]** with the words **[insert appropriate subject]** in the subject line. If you have questions, please contact **[insert appropriate contact names, e-mail addresses & phone numbers]**.

DO:       **Do** use punctuation and capitalization as needed.  
          **Do** use more than one form if responses do not fit in the spaces provided.  
          **Do** submit any formatted text or markups in a separate WORD file.

DO NOT: **Do not** submit a response in an unprotected copy of this form.

Commenter Information
Group Name (if applicable):
Contact Name:
Organization:
Telephone:
Email:

#### **Background:**

In this section, provide background information including the reasons for the development of new document or revisions to existing document.

#### **Major Changes to this Revision of the SERC Standing Committee Document**

Provide additional information that may help the reviewers better understand the need and motivation for the changes.

**Include any other sections as necessary to facilitate the review process.**

**COMMENT FORM FOR [INSERT APPROPRIATE TITLE OF SERC STANDING COMMITTEE DOCUMENT]**

---

**Please Enter All Comments in Simple Text Format.**

*Insert a "check" mark in the appropriate boxes by double-clicking the gray areas.*

**[The following are sample questions. Revise the questions as appropriate.]**

1. Do you agree with the inclusion of the following in section [xxx] of the document?

- Describe revision details.

Yes

No

Comments:

2. Do you agree with the proposed definitions that were added or revised?

Yes

No

Comments:

3. Do you agree with the deletion of the following section from part [xxx]?

Yes

No

Comments:

4. Do you agree with the proposed changes in section [xxx] of the document?

Yes

No

Comments:

5. Please identify anything you believe needs to be modified before this revision of the document can be approved by the SERC?

Comments:

6. Please provide any other comments on this revision of the document?

Comments:

**Appendix B: Sample Consideration of Comments Form**

**SERC [INSERT RSS NAME] Consideration of Comments on  
[INSERT APPROPRIATE SERC STANDING COMMITTEE DOCUMENT TITLE & REV. #]**

**[Date]**

[SAMPLE LANGUAGE]

This document contains comments submitted on Revision [ ] of the [Document] which was distributed for review on [Date] in accordance with the SERC Standing Committee Document Process. Comments were received from the following:

[INSERT INTRODUCTORY LANGUAGE AS APPROPRIATE]

<b>Section</b>	<b>Commenter</b>	<b>Comment</b>	<b>Response</b>