GUAM POWER AUTHORITY Standard Operating Procedure	No. *SOP-144 Issued: November 6, 2009 Prepared By: Andriano E. Balajadia, AGMO
MAJOR SIGNIFICANT OUTAGE REPORTING	Approved By: Joaquin C. Flores, P.E., General Manager
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1.0 PURPOSE

This Standard Operating Procedure (SOP) is intended to provide guidelines on what severity of outage requires a stand alone report separate from the daily outage report that PSCC generates and distributes. This SOP is intended to maintain effective communications among Authority personnel. Normally, the criteria used to trigger such a report involve exceeding thresholds of load interrupted (MW), number of customers interrupted, loss of major power plant, substation, or line equipment.

Any of the following significant events require a stand alone report as a Major/Significant Outage:

- outage(s) result(s) in isolating a substation;
- interruption involves loss of more than one 115kv transmission line; and
- failure of substation transformer, breakers.

2.0 RESPONSIBILITY

1. PSCC is the lead coordinator for the investigation of outages.
2. The Engineering Division through the designated Project Engineer shall be responsible for report preparation.
3. PSCC, Engineering, T&D, and Generation are responsible for providing information that relate to the events, identifying abnormal conditions that may or may not have contributed to the problems, collecting recorded data from recorders (generating plants or substations), submitting any suggestions for preventing outages or improving restoration response, and providing any other information that would assist in the outage analyses.
4. All data shall be provided to the Engineering Division no later than 24 hours after the event.
5. The report shall be compiled no later than 7 working days after the event.

3.0 IMPLEMENTATION

The outage analyses report shall follow the format below:

1. Transmittal memorandum signed by the Project Engineer and concurred by the PSCC, Engineering, T&D, and Generation Managers and addressed to the AGMO. A copy shall be provided to the General Manager, and the Utility Services Administrator (USA)
2. Part I: Summary of significant events (essentially breaker operations either trips or reclosures); use the information taken from sequence of events records

3. Part II: Identification and explanation of the causes for the events, if known; state whether the operations were correct and timely, or if the response was not normal (relay failed, stuck breaker, incorrect settings, miscoordination of protective devices, failure of trip circuits); specific reference should be made to the various data shown in Part V
4. Part III: Estimated impacts to customers: total customer minutes interrupted, loss of revenue, increased generation fuel costs
5. Part IV: Recommendations to mitigate the outage or improve any abnormal/incorrect response by protective equipment, alarms, personnel procedures, etc. Indicate whether any of the mitigation is planned or underway and the target completion dates.
6. Part V: Supporting/Explanatory data: printouts of sequence of events data, graphs of transient recorder data, relay output printouts, plant response plots, single line diagrams of power plant circuitry/substations/circuits affected as necessary.