



# Tie-Line Asset Registration Form (ARF) Requirements User Guide

ISO New England Inc.

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Revision 1



## Tie-Line Asset Registration Form (ARF) Requirements

Please note the Tie-Line ARF serves as an Initial Registration, Modification or Retirement of a tie-line. For your reference, ISO New England Manual for Registration and Performance Auditing (M-RPA) Section 1 provides most of the governing language on Asset Registration. ([http://www.iso-ne.com/rules\\_proceeds/isone\\_mnls/index.html](http://www.iso-ne.com/rules_proceeds/isone_mnls/index.html)).

Signed Asset Registration Forms can be faxed to 877-654-4220 or you can email a signed pdf file to [opareg@iso-ne.com](mailto:opareg@iso-ne.com). An Excel version shall be emailed to [opareg@iso-ne.com](mailto:opareg@iso-ne.com) with all changes to existing forms highlighted in **bold red**.

**Tie-Line Asset Registration Forms shall be filled out completely for all submittals.**

### Section 1 – Submitting Party Information

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The screenshot shows the 'Tie-Line Asset Registration Form (ARF)' with a yellow header. Below the header is a blue bar labeled 'Section 1: Submitting Party Information'. The form contains the following fields:

- Desired Implementation Date:
- Data Revision #:
- Asset Owner:
- Participant ID:
- Submitted By (Monitor):
- Submitted By (Receiver):
- Monitor E-Mail:
- Receiver E-Mail:
- Phone Number:
- Ext:
- Fax:

#### Desired Implementation Date:

- **New Assets:**

A Desired Implementation Date for new assets must allow for 5 Business Days for the ISO and the Host Participant Assigned Meter Reader to review the Tie-Line ARF and accurately model the asset.

- **Changes on Existing Assets:**

The ISO approves or disapproves registration changes to existing tie-line assets within two business days and notifies all parties named in the Tie-Line ARF.

**Data Revision #:**

The revision number for an Initial Registration is always zero. The revision number is increased by 1 each time a change is made. The current revision number may be obtained from the ISO or left blank.

**Asset Owner:**

The Asset Owner must be a settleable Market Participant. The Asset Owner designates the monitor Metering Domain and the receiver Metering Domain.

**Participant ID:**

There is a Participant ID associated with all ISO New England customers. Please contact your Security Administrator or refer to your MIS Reports. A list is also available at: [http://www.iso-ne.com/support/asset\\_info/index.html](http://www.iso-ne.com/support/asset_info/index.html). Click on the Customer and Asset Information document to access the list. Some customers have settleable and non-settleable entities. Please verify the name and the customer ID of the entity that should bear the responsibility.

**The Submitter can be either the Monitor or the Receiver as long as all parties sign off on the Tie-Line Asset Registration Form.**

- **Submitted By (Monitor):**

The ARF's "Submitted By" field identifies the individual submitting the Asset Registration Form as a representative of the Tie-Line Monitor. The ISO utilizes the Customer & Asset Management System (CAMS) to ensure that this individual represents the Participant. To ensure prompt processing, please verify that the ARF submitter is listed in the system. If the Monitor's name and e-mail information are entered in Section 1, they will receive notification via e-mail.

- **Submitted By (Receiver):**

The ARF's "Submitted By" field identifies the individual submitting the Asset Registration Form as a representative of the Tie-Line Receiver. The ISO utilizes the Customer & Asset Management System (CAMS) to ensure that this individual represents the Participant. To ensure prompt processing, please verify that the ARF submitter is listed in the system. If the Receiver's name and e-mail information are entered in Section 1, they will receive notification via e-mail.

**Monitor E-Mail:**

The e-mail address corresponding to the "Submitted By" (Monitor) above. Note the e-mail address populated in this field will receive notification that the asset registration form has been implemented. In the event that notification should be sent to a group e-mail address, please enter that address in this field. The email address must be in CAMS.

**Receiver E-Mail:**

The e-mail address corresponding to the “Submitted By” (Receiver) above. Note the e-mail address populated in this field will receive notification that the asset registration form has been implemented. In the event that notification should be sent to a group e-mail address, please enter that address in this field. The email address must be in CAMS.

**Phone Number:**

The phone number for the person submitting the ARF and it must be in CAMS.

**Ext:**

The extension number for the person submitting the ARF

**Fax:**

The fax number for the person submitting the ARF

## Section 2 – Requested Tie Line Registration Action

Section 2: Requested Tie-Line Asset Registration Action (Check as many as apply)		
<input type="checkbox"/> Initial Registration	<input type="checkbox"/> Modify Existing	<input type="checkbox"/> Retire Existing
<input type="checkbox"/> Change of Percentage Ownership (Effective 1st of the month ONLY)	<input type="checkbox"/> Meter Reader Change	<input type="checkbox"/> Max Capacity Change
<input type="text" value="Asset Name Change:&lt;br/&gt;(Effective 1st of the Month ONLY)"/>		

### Initial Registration:

This box should only be checked for a new tie-line asset.

### Modify Existing:

This box should be checked if there is a change in the tie-line's registration information.

### Retire Existing:

This box should only be checked if a tie-line is being retired.

### Change of Percentage Ownership:

If there is a change in the percentage of ownership share, this box should be checked as well as the box for 'Modify Existing.' Note that ownership share changes can only be implemented on the first day of a month.

### Meter Reader Change:

If there is a Meter Reader change, this box should be checked as well as the box for 'Modify Existing.' ISO New England Manual for Registration and Performance Auditing (M-RPA) Section 1 defines who is eligible to submit tie-line asset meter data.

### Max Capacity Change:

If there is a Maximum Capacity MW change, this box should be checked, as well as the box for 'Modify Existing.'

### Asset Name Change:

This field is filled in for tie line name changes (i.e. different from what is entered in Section 3). The name must be 30 characters or less. The tie-line asset name change can only be effective on the first of a month

## Section 3 – Tie-Line Asset Registration

Section 3: Tie-Line Asset Registration			
Asset Name:	<input type="text"/>	Maximum Capacity:	<input type="text"/> MW
Asset ID#:	<input type="text"/>	Type of Facility:	<input type="text"/>
<small>(NEW Asset ID to be assigned by ISO-NE)</small>			
<b>Metering Domain (Consult with Host Participant):</b>			
Monitor:	<input type="text"/>	ID#	<input type="text"/>
Receiver:	<input type="text"/>	ID#	<input type="text"/>
Asset Owner(s):			
ID #1	<input type="text"/>	Name #1	<input type="text"/>
ID #2	<input type="text"/>	Name #2	<input type="text"/>
ID #3	<input type="text"/>	Name #3	<input type="text"/>
		% Own #1:	<input type="text"/>
		% Own #2:	<input type="text"/>
		% Own #3:	<input type="text"/>
NEPOOL Assigned Meter Reader Company Name or its Agent:		Participant ID#	Phone Number:
<input type="text"/>		<input type="text"/>	<input type="text"/>
E-Mail:		<input type="text"/>	

### Asset Name:

The asset name must be 30 characters or less.

### Maximum Capacity:

Maximum Capacity can be defined to three (3) decimal places.

### Asset ID#:

The asset ID# is a unique ISO-NE identifier. Asset ID numbers are assigned by the ISO during the Initial Registration Process and this field can be left blank if the form is for Initial Registration.

### Type of Facility:

This field is used to describe the type of facility. Choose the facility type using the drop down list on the form.

### Metering Domain:

- **Monitor**

The Market Participant name and ID# of the entity in which the metering is usually located. Measurements must be reported from the perspective of the designated monitor Metering Domain of a tie line.

- **Receiver**

The Market Participant name and ID# of the entity in which the metering is usually not located.

**Asset Owners:**

Asset Owner(s) must be listed and the total must equal 100% ownership. Asset Owner(s) must be settleable market participants. Ownership changes can only be made effective on the first of the month.

**NEPOOL Assigned Meter Reader Company Name or its Agent:**

The participant responsible reports to the ISO the hourly and monthly MWh associated with the Asset. These MWh are used for settlement. The Assigned Meter Reader may designate an agent to help fulfill its Assigned Meter Reader responsibilities; however, the Assigned Meter Reader remains functionally responsible to the ISO. This field should contain assigned meter reader company name or agent name, Market Participant ID#, Market Participant phone number, and Market Participant E-Mail.

## Section 4 – Routing and Authorized Signature(s) Affirming Change

Tie-Line Asset Registration Form (ARF)	
Section 4: Routing and Authorized Signature(s) Affirming Change	
Please reference Manual M-RPA - 1.1.1 Authorized Signatures.	
Company:	<input style="width: 80%;" type="text"/>
Role:	Existing Asset Owner
E-Mail:	<input style="width: 80%;" type="text"/>
Date:	<input style="width: 80%;" type="text"/>
Type Name:	<input style="width: 80%;" type="text"/>
Signature:	<input style="width: 80%;" type="text"/>
Company:	<input style="width: 80%;" type="text"/>
Role:	Existing Monitor
E-Mail:	<input style="width: 80%;" type="text"/>
Date:	<input style="width: 80%;" type="text"/> <input type="checkbox"/> Same as Existing Asset Owner
Type Name:	<input style="width: 80%;" type="text"/>
Signature:	<input style="width: 80%;" type="text"/>
Company:	<input style="width: 80%;" type="text"/>
Role:	Existing Receiver
E-Mail:	<input style="width: 80%;" type="text"/>
Date:	<input style="width: 80%;" type="text"/> <input type="checkbox"/> Same as Existing Asset Owner
Type Name:	<input style="width: 80%;" type="text"/>
Signature:	<input style="width: 80%;" type="text"/>
Company:	<input style="width: 80%;" type="text"/>
Role:	Receiving Asset Owner
E-Mail:	<input style="width: 80%;" type="text"/>
Date:	<input style="width: 80%;" type="text"/>
Type Name:	<input style="width: 80%;" type="text"/>
Signature:	<input style="width: 80%;" type="text"/>
Company:	<input style="width: 80%;" type="text"/>
Role:	Receiving Monitor
E-Mail:	<input style="width: 80%;" type="text"/>
Date:	<input style="width: 80%;" type="text"/> <input type="checkbox"/> Same as Receiving Asset Owner
Type Name:	<input style="width: 80%;" type="text"/>
Signature:	<input style="width: 80%;" type="text"/>
Company:	<input style="width: 80%;" type="text"/>
Role:	Receiving Receiver
E-Mail:	<input style="width: 80%;" type="text"/>
Date:	<input style="width: 80%;" type="text"/> <input type="checkbox"/> Same as Receiving Asset Owner
Type Name:	<input style="width: 80%;" type="text"/>
Signature:	<input style="width: 80%;" type="text"/>
Company:	<input style="width: 80%;" type="text"/>
Role:	Assigned Meter Reader
E-Mail:	<input style="width: 80%;" type="text"/>
Date:	<input style="width: 80%;" type="text"/>
Type Name:	<input style="width: 80%;" type="text"/>
*Signature:	<input style="width: 80%;" type="text"/>

\* Must be submitted in accordance with Manual M-RPA Section 1: Asset and Resource Registration  
 Please FAX to Market Registration Agent at 1-877-654-4220 or email a signed pdf file to opareg@iso-ne.com.

Required Copy Sent to Host Participant

**Role: Existing Asset Owner:**

Market Participant name of the existing Asset Owner.  
Name, Signature, and email address of the representative signing on behalf of the existing Asset Owner. Person must be in CAMS under the existing Asset Owner.

**Role: Existing Monitor:**

Market Participant name of the existing Monitor.  
Name, Signature, and email address of the representative signing on behalf of the existing Monitor.  
Person must be in CAMS under the existing Monitor.  
Note: Check box if same as the Existing Asset Owner and leave blank.

**Role: Existing Receiver:**

Market Participant name of the existing Receiver.  
Name, signature, and email address of the representative signing on behalf of the existing Receiver.  
Person must be in CAMS under the existing Receiver.  
Note: Check box if same as the Existing Asset Owner and leave blank.

**Role: Receiving Asset Owner:**

Market Participant name of the receiving Asset Owner on a transfer of the Asset.  
Name, signature, and email address of the representative signing on behalf of the receiving Asset Owner. Person must be in CAMS under the receiving Asset Owner.  
Note: Check box if same as the Receiving Lead Load Asset Owner and leave blank.

**Role: Receiving Monitor:**

Market Participant name of the receiving Monitor on a transfer of the Asset.  
Name, signature, and email address of the representative signing on behalf of the receiving Monitor.  
Person must be in CAMS under the receiving Monitor.  
Note: Check box if same as the Receiving Asset Owner and leave blank.

**Role: Receiving Receiver:**

Market Participant name of the receiving Receiver on a transfer of the Asset.  
Name, signature, and email address of the representative signing on behalf of the receiving Receiver.  
Person must be in CAMS under the receiving Receiver.  
Note: Check box if same as the Receiving Asset Owner and leave blank.

**Role: Assigned Meter Reader:**

The Market Participant responsible reports to the ISO the hourly and monthly MWh associated with the Asset. These MWh are used for settlement.  
Name, signature, and email address of the representative signing on behalf of the Assigned Meter Reader.

**Please FAX the final signed copy to 1-877-654-4220 or EMAIL the final signed copy to [opareg@iso-ne.com](mailto:opareg@iso-ne.com). An Excel version shall be emailed to [opareg@iso-ne.com](mailto:opareg@iso-ne.com) with all changes to existing forms highlighted in bold red.**

**Required copy sent to Host Participant:**

The box at the bottom of the form is checked to indicate that the Participant has been in contact with the Host Participant and has sent a copy to the Host Participant.