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Midwest Reliability Organization – Vegetation Outage Reporting Guideline

This document describes the process used by Registered Entities responsible for reporting vegetation outages per the NERC Reliability Standard FAC-003-1 Transmission Vegetation Management Program. The following steps are to be performed once the entity has confirmed the vegetation outage has occurred.

Vegetation Outage Reporting:

- 1) Category 1 and 2 Outage:
 - Complete and submit the vegetation outage and 48-hour reporting form via CDMS
 - As soon as the completed reporting form has been uploaded into CDMS, send an email to mco@midwestreliability.org
 - A mitigation plan is required for all violations. The entity shall self-report (select self-initiate via CDMS) and submit a mitigation plan.
 - For the monthly (FAC-003-1) self-certification process the entity shall select the appropriate non-compliance level via CDMS and skip the mitigation plan submittal component since the plan has already been submitted.

- 2) Category 3 Outage:
 - Complete and submit the “vegetation outage section” of the form via CDMS (the 48-hour section of the form does not have to be completed)
 - As soon as the complete reporting form has been uploaded into CDMS, send an email to mco@midwestreliability.org
 - Entities required to self-certify on a monthly basis will receive a special note /reminder via the monthly-selfcert@midwestreliability.org
 - For the monthly (FAC-003-1) self-certification process the entity shall select full compliance level (category 3 is not a violation) and place a note in the member comment field stating that category 3 outage occurred.

Note: Entities responsible for the NERC Reliability Standard FAC-003-1 must self-certify every month via CDMS regardless of whether a vegetation outage has occurred. Notification or reminders to self-certify on a monthly basis will be communicated via the monthly-selfcert@midwestreliability.org

CDMS User Instructions:

1. Log into CDMS.
2. Select Self Certification on the Compliance menu. The screen is populated with the Standards
3. Click on Edit for the Standard to be submitted (FAC-003-1)
4. Determine applicability.
 - If NOT RESPONSIBLE, enter an explanation in the "Not Responsible Reason" explanation field.
 - If RESPONSIBLE, select the appropriate compliance level.
5. Enter the optional Member Comments and Member Contact information.
6. Click Save to save the changes.
7. Click on Submit if all changes have been made.
(Note: The "Submit" button appears after you click on "Save" button.)
8. This message will appear: Changes will not be allowed after the individual standard is submitted.
9. Click OK to continue, otherwise click <<Back.
10. Click on Print Worksheet to view the Self Certification form in PDF format.

To Download the Vegetation_Outage_Report, go to Reports on the Reporting menu and then click on Submit.

To upload a completed Vegetation_Outage_Report, go to Documents on the Reporting menu. Select Vegetation Outage from the drop-down. Click on Browse. Select the completed report. Enter an optional description. Click on Submit.

Note: User with "limited role" is allowed to save the information only.

Note: All vegetation outage contacts are listed in the CDMS and can be viewed by selecting the "contact roles" on the reporting menu.