

# **Nova Scotia Power System Operator (NSPSO)**

Market Procedure

MP-02

Market Participant Accreditation

Issue: 02

Effective Date: 2008 04 01

# Application to be a Market Participant

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### **Appendices**

MP-02 Appendix A Technical requirements for accreditation

MP-02 Appendix 2A Pro-forma Participation Agreement

**Flow Charts**

none

**Forms**

- MPF-02-01 Application for accreditation
- MPF-02-02 Application for change in accreditation status
- MPF-02-03 Notice of withdrawal

# 1 Document Control and General Provisions

## 1.1 Issue and Revision History

Issue	Date	Reason for Issue
01	2007 02 01	Original Procedure
02	2008 04 01	Correction to Appendices list on page 2

## 1.2 Contact for Queries and Submissions

For queries concerning the application or interpretation of this Market Procedure, and for submission of documents required under this procedure (unless noted otherwise) contact:

Name: Market Administrator  
Phone: 902 428 7719  
Address: 5 Long Lake Drive  
Halifax, Nova Scotia  
B3J 1N8  
E-mail: [nspsoadmin@nspower.ca](mailto:nspsoadmin@nspower.ca)

All documents required to be submitted to the Nova Scotia Power System Operator (NSPSO) under this Market Procedure must be submitted to the attention of this contact at the coordinates noted above in accordance with the requirements of section 3.2.

## 1.3 Incorporation of General Provisions

The general provisions set out in part 3 of Market Procedure 01, General Market Procedure, are incorporated into this Market Procedure (unless superseded by explicit wording to the contrary in this Market Procedure).

## **2 Overview of this Procedure**

### **2.1 Purpose of this Market Procedure**

The purpose of this Market Procedure is to define the process, documents and forms to be used in relation to accreditation by the NSPSO and by applicants for accreditation (generally referred to throughout this Market Procedure as “applicants”), and to set out the requirements to be fulfilled by such applicants in order that they may be accredited by the NSPSO.

This Market Procedure also establishes the process to be used by a Market Participant that wishes to update its accreditation information, to change its accreditation status or to voluntarily cease to be a Market Participant.

### **2.2 Market Rules – References**

This Market Procedure is established in accordance with paragraphs 2.1.3.1 of the Market Rules and Published by the NSPSO in accordance with paragraph 1.5.1.1 of the Market Rules.

The requirements described in this Market Procedure comply with the relevant requirements of section 2.1 of the Market Rules.

### **2.3 Scope and Application**

This Market Procedure describes the steps to be taken and the forms to be used by any person seeking to apply for accreditation under the Market Rules, to update its accreditation information, to change its accreditation status, or to cease being a Market Participant. This Market Procedure also describes the process by which the NSPSO will process applications relating to the above.

This Market Procedure does not address the suspension or termination of a Market Participant’s rights under the Market Rules on the initiative of the NSPSO. These matters are addressed in sub-section 2.6.3 of the Market Rules.

This Market Procedure is not applicable to Nova Scotia Power Inc. (NSPI) Power Production division or to NSPI Customer Operations division whose status as Market Participants is determined in accordance with sub-section 2.1.7 of the Market Rules.

### **2.4 Responsibilities of Parties under this Market Procedure**

It is the responsibility of each person seeking to be accredited to complete and submit an application for accreditation (its “application”) in the form required and to supply any additional information that may be required by the NSPSO in order to process that application. Applicants are encouraged to ensure that they meet all applicable eligibility criteria prior to applying for accreditation.

It is the responsibility of each applicant and each Market Participant to promptly notify the NSPSO of any change in the information provided to the NSPSO as part of the accreditation process or of any change in any previous updates to that information.

It is the responsibility of each Market Participant that wishes to change its accreditation status or to cease being a Market Participant to complete and submit to the NSPSO an application to that effect in the manner required by this Market Procedure.

It is the responsibility of the NSPSO to:

- process and render decisions on applications in a timely manner;
- notify applicants of any deficiencies in their applications and otherwise assist applicants in completing the accreditation process; and
- process and render decisions on applications by persons seeking to change their accreditation status or to cease being Market Participants in a timely manner.

## **2.5 Other Market Procedures**

This Market Procedure does not address the registration or de-registration of a Market Participant's Facilities. These issues are addressed in Market Procedure MP-04. An applicant for accreditation may commence the Facility registration process once receipt of its application for accreditation has been acknowledged by the NSPSO. The Facility registration process cannot, however, be completed until the applicant has been accredited.

### 3 Process Description

#### 3.1 Requirements for Accreditation

- 3.1.1.1 This section describes the requirements for accreditation. Where an applicant meets some but not all of the requirements described in this section, the NSPSO may indicate that approval can be granted following fulfillment of certain outstanding requirements.
- 3.1.1.2 An applicant must be in possession of a valid GST or HST registration number in order to be accredited unless they are exempt from liability for GST or HST. An applicant that claims to be exempt from liability for GST or HST must provide the NSPSO with satisfactory evidence of such exemption. (MR 2.1.1.2.c))
- 3.1.1.3 An applicant for accreditation as a Transmission Customer must be registered with the Transmission Service Information Network (TSIN) prior to the date on which it is to be accredited. Such applicant should be in possession of, or have applied for, such registration before submitting its application for accreditation. It is understood to be a prerequisite for such TSIN registration that a person have a Dunn & Bradstreet number. (MR 2.1.1.2.e))

*Note that,*

- a) *sub-paragraph 2.1.2.1 c) of the market rules requires that “Generation Market Participants and Load Market Participants must also be Transmission Customers if they are to schedule transactions on the Transmission System”. The TSIN registration requirement therefore applies.*
- b) *in order to receive transmission service, a Market Participant must also fulfill all requirements for transmission customers under the Transmission Tariff.*
- 3.1.1.4 In order to be accredited, an applicant must be able to demonstrate that it fulfils the technical requirements as set out in Appendix A. (MR 2.1.1.2.b))
- 3.1.1.5 In order to be accredited, an applicant must demonstrate that it will satisfy any Credit Support requirements arising under the Market Rules. Any such Credit Support requirements and the related information that is required to be provided to the NSPSO will be detailed in Market Procedure MP-03. Until the issue of such Market Procedure, there are no Credit Support requirements arising under the Market Rules. (*Note that credit support requirements arising under the Transmission Tariff have full effect but are not requirements for accreditation as a Market Participant.*) (MR 2.1.1.2.b))

- 3.1.1.6 If the applicant has previously been a Market Participant whose participation rights have been Terminated, the NSPSO may refuse to re-accredit the applicant. (MR 2.2.2.1.d))
- 3.1.1.7 The applicant must have read, and be prepared to sign, the Participation Agreement in the form set out in Appendix 2A of the Market Rules. (MR 2.1.1.2.a))

### **3.2 Submission of Application for Accreditation**

- 3.2.1.1 An applicant must complete the application in form MPF-02-01 electronically or by hand, and submit it to the contact person identified in section 1.2. Any electronic submission must be followed up by a signed paper copy.
- 3.2.1.2 The application must be accompanied by copies of any required supporting information specified in form MPF-02-01.
- 3.2.1.3 An application must also be accompanied by any information required by Market Procedure MP-03 (Credit Support), if any, to be submitted as part of the accreditation process.

### **3.3 NSPSO Initial Review of Application**

- 3.3.1.1 Upon receipt of an application, the NSPSO will first carry out an initial review for apparent completeness. Such review is required to be prompt, with a target not to exceed 2 Business Days from receipt. (MR 2.1.3.2)
- 3.3.1.2 Where the NSPSO determines that the application is seriously deficient, it will reject the application and so notify the applicant. In such a case, the applicant may re-file a more complete application for accreditation.
- 3.3.1.3 Where the NSPSO determines that an application raises questions as to the need for the applicant to become a Market Participant or as to the intention of the applicant to undertake any of the activities for which Market Participant status is required, the NSPSO will contact the applicant to confirm such need or intention.
- 3.3.1.4 Where the NSPSO is satisfied, on the basis of its initial review that an application is sufficiently complete, the NSPSO will acknowledge receipt of the application and assign an application number to it.

### **3.4 NSPSO Assessment of Eligibility**

- 3.4.1.1 The NSPSO will then proceed to determine whether the applicant meets all eligibility criteria for accreditation.



3.4.1.2 If on full review the NSPSO considers that an application is incomplete, the NSPSO shall so notify the applicant and provide a reasonable opportunity for the applicant to respond. Such notification to the application is required to be prompt, with a target not to exceed 5 Business Days from receipt. (MR 2.1.3.2)

3.4.1.3 The NSPSO may require testing to demonstrate that the applicant can fulfill technical requirements and that it can inter-operate in a secure manner with the NSPSO via the applicant's workstation.

### **3.5 NSPSO Decision on Application for Accreditation**

3.5.1.1 The NSPSO shall make its decision on each application in a timely manner and, in any event, within 15 Business Days of the latest of:

- a) the receipt of the application; and
- b) the receipt of any additional information or clarification requested by the NSPSO. (MR 2.1.3.3)

The NSPSO and an applicant may agree to extend this deadline.

3.5.1.2 Where the NSPSO determines that an applicant meets all eligibility requirements for accreditation, it will so notify the applicant. This notice will identify the class(es) of Market Participant for which the applicant will be accredited. This notice will also invite the applicant to submit to the NSPSO a signed copy of the Participation Agreement that is enclosed with the notice.

3.5.1.3 Upon receipt of the signed Participation Agreement, the NSPSO will notify the applicant that it has been accredited as a Market Participant.

3.5.1.4 Where the NSPSO determines that an applicant does not meet all eligibility requirements for accreditation, the NSPSO shall so notify the applicant and provide a reasonable opportunity for the applicant to respond.

3.5.1.5 Where the NSPSO determines that an applicant is presently ineligible but expects shortly to satisfy all outstanding conditions for eligibility, the NSPSO shall notify the applicant of those outstanding conditions, and may indicate approval of accreditation subject to fulfillment of those conditions. Such conditional approval may include a time limit for satisfaction of conditions, failing which the conditional approval will lapse.

3.5.1.6 Where the NSPSO denies an application, it will so notify the applicant and provide reasons for its decision.

### **3.6 Changes to Accreditation Status**

- 3.6.1.1 An applicant or a Market Participant may apply to change its accreditation to eliminate or add to the class(es) of Market Participant for which accreditation has been applied or granted. (MR 2.1.5.2)
- 3.6.1.2 The application for a change in status shall be made using form MPF-02-02.
- 3.6.1.3 The process for change in status is otherwise the same as for a new application, as set out in sections 3.2 to 3.5 above.

### **3.7 Changes to Accreditation Information**

- 3.7.1.1 Applicants and Market Participants are required promptly to notify the NSPSO of any change in the information provided in or in support of their application for accreditation or in any updates to that information. (MR 2.1.5.1)
- 3.7.1.2 Market Participants are also required promptly to notify the NSPSO of any change in their circumstances that might affect their continuing rights to be Market Participants. (MR 2.1.5.1)
- 3.7.1.3 Applicants and Market Participants shall make any such notification in writing to the person identified in section 1.2 of this Market Procedure.
- 3.7.1.4 Market Participants are encouraged to notify the NSPSO of any such change as early as possible and preferably prior to the change taking place.
- 3.7.1.5 The NSPSO may request, and the applicant or Market Participant shall promptly provide additional information or supporting documentation in order for the NSPSO to determine whether any action is required to address the change.
- 3.7.1.6 The NSPSO shall acknowledge changes notified by applicants or Market Participants.

### **3.8 Market Participant Withdrawal**

- 3.8.1.1 A Market Participant that is not a Market Participant for any registered Facility and that no longer intends to conduct an activity for which Market Participant status is required may give notice to the NSPSO that it wishes to cease to be a Market Participant. (MR 2.1.6.1 & 2.1.6.2)
- 3.8.1.2 Such notice shall be provided using form MPF-02-03.
- 3.8.1.3 The NSPSO shall promptly review such notice, with a target not to exceed 5 Business days from receipt.

3.8.1.4 Unless the NSPSO determines that the Market Participant is still the Market Participant for a registered Facility, it shall confirm acceptance of the notice with effect 10 Business Days from the receipt of the notice, or such later date as may be specified in the notice.

3.8.1.5 As noted in paragraph 2.1.6.4 of the Market Rules, a person ceasing to be a Market Participant continues to be bound by the Market Rules in respect of all obligations prior to, or outstanding as of, the effective date. These obligations include all payment obligations and any associated credit support.

### **3.9 Dispute Resolution**

3.9.1.1 Any applicant whose application is rejected may exercise any rights of appeal to the Board that are provided in Legislation and Regulations.

3.9.1.2 All disputes arising in connection with the processes described in this Market Procedure are otherwise to be resolved using the dispute resolution process described in sub-section 2.8.2 of the Market Rules.

### **3.10 Fees**

3.10.1.1 At the present time, and unless approved otherwise by the Board, there is no fee for any application submitted under this Market Procedure.

### **3.11 Publication**

3.11.1.1 The NSPSO will Publish and update as required the following information relating to the processes described in this Market Procedure:

- a) notice of the filing of an application for accreditation and contact information for the applicant;
- b) for each person that has been accredited, the date of accreditation, the type of accreditation and the class(es) of Market Participant in which the person has been accredited;
- c) notice of the proposed withdrawal of a Market Participant; and
- d) the date on which a person ceases to be a Market Participant once the person's withdrawal becomes effective.

**MP 02 - APPENDIX A****Technical requirements for accreditation**

In order to be accredited as a Market Participant, a person must have

- a workstation comprised of a computer with internet access, equipped with a current web browser, and for Transmission Customers only, with a TSIN digital certificate, and
- an active e-mail account or accounts, monitored by the Market Participant every Business Day in respect of notices and commercial information, and continuously in respect of generation scheduling and dispatch.

**MP 02 – Forms list**

MPF-02-01	Application for accreditation
MPF-02-02	Application for change in accreditation status
MPF-02-03	Notice of withdrawal