



# **NYISO Meter Services Entity (MSE) Registration Packet**

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**DRAFT – FOR DISCUSSION PURPOSES ONLY**

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**DISCLAIMER**

The information contained in this Registration Packet is not a substitute for professional advice that the Applicants would receive from an accountant, attorney, or qualified tax preparer and does not constitute legal or professional advice. Applicants should seek the advice of an accountant, attorney, or qualified tax preparer prior to making decisions as a result of the information contained in this Registration Packet or provided by the Customer Relations Department.

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## INTRODUCTION

This registration packet contains forms and information required by the NYISO for an Applicant to become authorized to provide meter services as a Meter Services Entity (MSE). Once authorized, an MSE may provide physical metering services and meter data services, as applicable, to a Responsible Interface Party or Curtailment Service Provider. An entity (the “Applicant”) is required to complete this MSE Registration Packet prior to becoming a NYISO authorized MSE. If not already a Market Participant, an Applicant must register as a Guest with the NYISO prior to becoming an MSE. To become a NYISO Guest, complete the NYISO Customer Registration Packet in addition to this MSE Registration Packet.

This MSE Registration Packet requires contact information. The Registration Packet also contains instructions for submission of a required Organization Information and Infrastructure Plan for MSEs.

## INSTRUCTIONS FOR COMPLETING THIS WORD FORM

This document is a Word form. The fields may be completed in Word to permit saving a completed electronic version of this form. Data may only be entered into the fields indicated by gray boxes. The Status Bar, located in the lower left corner of the screen, will display help text that describes the data required in the field.

Text fields, indicated by a small gray box like this:  will expand as text is entered into the field. To enter data in a text field, type as you normally would, including carriage returns for new lines within the box. Empty text fields will not show a gray box when the form document is printed.

Checkboxes, indicated by a small gray outlined box like this:  will display a check mark when the box is clicked. To remove the check mark, click the box a second time.

Please complete all sections and check the Not Applicable if a section does not apply.

Upon completion of the form, save, print, and, if applicable, sign the form. Send this form to the NYISO as directed on the form.

## FORM-SPECIFIC INSTRUCTIONS

### Complete Form

#### 1. MSE INFORMATION

1.1 Enter the full company name and contact information for the organization applying to become an MSE.

1.2 *MSE'S ADMINISTRATIVE CONTACTS*: Include primary and alternate contacts for all MSE-related program administration. These contacts are responsible for providing information on behalf of the MSE, as well as requesting any changes to the information the NYISO has of the MSE. The NYISO will communicate with these contacts for all program – related information.

## 2. ORGANIZATION INFORMATION

Applicants must submit Organization Information. A comprehensive description of the information required is provided in [Section 2](#) of this registration packet. Documents provided under this section shall be signed and meet the minimum requirements specified.

**Please note: Authorized MSEs must submit any significant or material changes to its Organization Information to the NYISO prior to those changes taking effect.**

## 3. INFRASTRUCTURE PLAN

MSEs must submit an Infrastructure Plan. A comprehensive description of the information required is provided in Section 3 of this registration packet.

The MSE assumes full responsibility for collecting all meter data from meters used by Market Participants to whom it provides services, and for providing that meter data to those Market Participant(s) for submission to the NYISO. It may also be responsible for the installation and maintenance of such meters, depending on the services it is providing to the applicable Market Participant(s). Documents provided under this section shall be signed and meet the minimum requirements specified.

**Please note: Authorized MSEs must submit any significant or material changes to its Information and Technology Plan to the NYISO prior to those changes taking effect.**

### Who May Sign Documents

All documents submitted as part of the Application must be signed, to the extent a signature is required, by an authorized representative of the Applicant. The NYISO reserves the right to seek assurance at any time that any person signing documents on behalf of an Applicant is authorized to do so.

**Delivery**

Applicants shall email an electronic copy of the MSE Registration Packet, Organization Information, Infrastructure and Technology Plan, and any amendments to customer registration at:

[customer\\_registration@nyiso.com](mailto:customer_registration@nyiso.com)

If further assistance is needed in completing the Application, please contact Meter Services Administration at: [MSA@nyiso.com](mailto:MSA@nyiso.com)

**Application Fee**

Each Applicant must submit this completed registration packet along with a non-refundable application fee of \$1000 (one thousand dollars).

The NYISO will not begin processing the MSE Registration Packet until the application fee has been received.

**Payment method:**

Wire Transfer:

If you wish to wire transfer your fees to the NYISO, please contact NYISO Accounts Receivable ([NYISOAccountsReceivable@nyiso.com](mailto:NYISOAccountsReceivable@nyiso.com)) for the required information.

Check:

Checks must be made out to the NYISO and mailed to the following address:

NYISO Accounting Department  
Attn: Accounts Receivable  
10 Krey Blvd  
Rensselaer, New York 12144

The NYISO does not accept credit cards.

# 1. MSE APPLICANT INFORMATION

## 1.1 General Information

### 1.1.1 Applicant Name and Application Date

<b>Organization Name</b>	
<b>Application Date</b>	

### 1.1.2 Contact Name and Address

<b>Contact Name</b>			
<b>Address Line 1</b>			
<b>Address Line 2</b>			
<b>City</b>		<b>City</b>	
<b>Zip/Postal Code</b>		<b>Zip/Postal Code</b>	
<b>Web Site URL</b>			
<b>Primary Phone</b>			
<b>E-Mail Address</b>			

**Note: Submit changes to the above contact information to the NYISO as soon as practical.**

### 1.1.3 Provided Services

<b>Service Type<sup>1</sup></b>	<input type="checkbox"/> Physical Metering Services	<input type="checkbox"/> Meter Data Services
<b>Description Of The Service Provided</b>		

**Note: Authorized MSEs must submit any significant or material changes to its selected services to the NYISO prior to those changes taking effect.**

<sup>1</sup> As defined in ISO Procedures



## 1.2 MSE Administrative Contacts

### 1.2.1 Primary Program Contact

<b>First Name</b>		<b>Last Name</b>	
<b>Title</b>			
<b>Address Line 1</b>			
<b>Address Line 2</b>			
<b>City</b>		<b>State/Province</b>	
<b>Zip/Postal Code</b>		<b>Country</b>	
<b>Primary Phone</b>		<b>Secondary Phone</b>	
<b>Mobile Phone</b>			
<b>E-Mail Address</b>			

### 1.2.2 Alternate Program Contact #1

<b>First Name</b>		<b>Last Name</b>	
<b>Title</b>			
<b>Address Line 1</b>			
<b>Address Line 2</b>			
<b>City</b>		<b>State/Province</b>	
<b>Zip/Postal Code</b>		<b>Country</b>	
<b>Primary Phone</b>		<b>Secondary Phone</b>	
<b>Mobile Phone</b>			
<b>E-Mail Address</b>			

**Note: Submit changes to the above contact information to the NYISO as soon as practical.**

**1.2.3 Alternate Program Contact #2**

<b>First Name</b>		<b>Last Name</b>	
<b>Title</b>			
<b>Address Line 1</b>			
<b>Address Line 2</b>			
<b>City</b>		<b>State/Province</b>	
<b>Zip/Postal Code</b>		<b>Country</b>	
<b>Primary Phone</b>		<b>Secondary Phone</b>	
<b>Mobile Phone</b>			
<b>E-Mail Address</b>			

**1.2.4 Alternate Program Contact #3**

<b>First Name</b>		<b>Last Name</b>	
<b>Title</b>			
<b>Address Line 1</b>			
<b>Address Line 2</b>			
<b>City</b>		<b>State/Province</b>	
<b>Zip/Postal Code</b>		<b>Country</b>	
<b>Primary Phone</b>		<b>Secondary Phone</b>	
<b>Mobile Phone</b>			
<b>E-Mail Address</b>			

**Note: Submit changes to the above contact information to the NYISO as soon as practical.**

**Note: This page may be replicated as needed for additional contacts**

Organization Name		Date	
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## 2. ORGANIZATION INFORMATION

### 2.1 Organization Information requirement

- 2.1.1 Each Applicant shall provide all requested Organization Information, unless otherwise stated
- 2.1.2 All documents provided shall be properly signed by an authorized representative of the Applicant

### 2.2 Required Documentation

If the Applicant is already a registered NYISO Market Participant, please continue to Section 2.2.3.

- 2.2.1 The Applicant must provide a copy of the current version of its formation documents (*e.g.*, articles of incorporation for a corporation, articles of organization for an LLC, certificate of limited partnership for an LP), including all amendments to those documents.
- 2.2.2 The Applicant must provide a Certificate of Good Standing (or similar certificate evidencing the legal existence of Applicant) from the jurisdiction under which laws the Applicant is organized. Certificate of Good Standing must be issued within approximately 30 days of the date the Application is submitted to the NYISO. This document should be obtained from the Secretary of State (or similar).
- 2.2.3 The application must be accompanied by evidence of insurance coverage that is sufficient to cover any claims that might be brought against the MSE and for metering-related activities and that meets the following specifications:
  - 2.2.3.1 Commercial general liability insurance with an aggregate limit not less than \$2 million
  - 2.2.3.2 The aggregate coverage limit shall not be less than \$1 million for each occurrence for bodily injury, property damage and personal injury; and

Organization Name		Date	
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2.2.3.3 Coverage shall be sufficient to cover claims that are filed for a period of 2 years after the MSE ceases metering activities, for acts that occur during the insured period.

2.2.3.3.1 Any liability insurance policies shall include a statement that thirty (30) days written notice shall be provided to the NYISO, customers who directly contract with the MSE, and any utility in whose territory the MSE will provide such services, before the policy is canceled or there is any diminution in coverage.

**2.2.4 A listing of the utility service territories in which the MSE intends to provide services.**

**2.2.5 Attestation that the MSE’s employees have sufficient qualifications, training, and certifications to provide the metering and meter data services identified in Part 1.1.3 above, and the MSE’s commitment to maintain employees' qualifications, training and certification to perform those services.**

**2.2.6 Agreement to Comply with ISO Tariff and Procedures:**

2.2.6.1 By submitting its application, the Applicant agrees to abide by all of the applicable requirements contained in Market Administration and Control Area Services Tariff Sections 13, Technical Bulletin No. 250, and the Revenue Metering Requirement Manual for the supply of metering and/or meter data services

2.2.6.2 The requirements of this Section 2.1 may be amended from time to time. MSEs shall update their Application as necessary to comply with new requirements, as requested by the ISO.

**2.2.7 Acknowledgment that the MSE will be subject to audit by the NYISO.**

<b>Organization Name</b>		<b>Date</b>	
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### 2.3 Documentation Checklist

To Be Completed by the MSE			NYISO Review
Document Name	Document Complete	Document Attached	Received <i>[NYISO use only]</i>
2.2.1 Copy of company formation document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2.2 Copy of certificate of good standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2.3 Evidence of insurance coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2.4 Utility service territories in which meter services will be provided	<input type="checkbox"/> Central Hudson Gas and Electric Corporation		<input type="checkbox"/>
	<input type="checkbox"/> Consolidated Edison Company of New York, Inc.		
	<input type="checkbox"/> Long Island Power Authority		
	<input type="checkbox"/> New York Power Authority		
	<input type="checkbox"/> New York State Electric & Gas Corporation		
	<input type="checkbox"/> Niagara Mohawk Power Corporation d/b/a National Grid		
	<input type="checkbox"/> Orange and Rockland Utilities, Inc.		
	<input type="checkbox"/> Rochester Gas & Electric Corporation		
2.2.5 Attestation of commitment to maintain employees' qualifications, training and certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2.6 Agreement to comply with NYISO tariffs and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2.7 Acknowledgment that the services of the MSE will be subject to audits by the NYISO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organization Name		Date	
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### 3. INFRASTRUCTURE PLAN

#### 3.1 Plan requirement

**3.1.1 Each Applicant shall provide all information required by the Infrastructure Plan**

**3.1.2 All documents provided shall be properly signed by an authorized representative of the Applicant**

**3.1.3 Acceptable format for information submitted includes:**

- 3.1.3.1 System diagrams
- 3.1.3.2 Wiring diagrams
- 3.1.3.3 Schematics
- 3.1.3.4 Block diagrams
- 3.1.3.5 Text documentation

#### 3.2 Describe the Meter Testing

**3.2.1 Provide a description of the meter test equipment, test equipment maintenance plan, and testing procedures to comply with the Revenue Metering Requirements Manual and Good Utility Practice.**

**3.2.2 Attestation that MSE meter test program complies with the requirements set forth in the Market Services Tariff section 13, the ISO Procedures and Good Utility Practice**

#### 3.3 Describe the Data Management Practices:

**3.3.1 Describe how and where the following records will be retained:**

- 3.3.1.1 Employee certifications
- 3.3.1.2 Meter installation
- 3.3.1.3 Meter calibration and testing data
  - 3.3.1.3.1 Including calibration records of all devices used in establishing meter performance
- 3.3.1.4 Meter service records
- 3.3.1.5 Meter programming and configuration
- 3.3.1.6 Meter data

**3.3.2 Describe the disaster recovery plans for the records listed in Section 3.3.1 and the means for ensuring that those records will be available if the MSE discontinues**

Organization Name	Date
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**providing metering and meter data services to NYISO Market Participants for any reason**

**3.3.3 *Validation, Estimation, & Editing***

3.3.3.1 Describe the process and rules that will be used to validate, estimate and edit meter data

3.3.3.2 If using any industry standards, provide a reference of the business practice standard

**3.4 Describe the Security Plan**

**3.4.1 Describe the physical and electronic protection plan to prohibit unauthorized physical or electronic tampering, including standards governing security and confidentiality for its employees for the following:**

3.4.1.1 Meter Equipment

3.4.1.2 Meter Data

**3.4.2 An attestation that the MSE has a security system in place to protect meter equipment and meter data from unauthorized physical and electronic tampering**

**3.5 Infrastructure Plan usage by NYISO**

**3.5.1 NYISO will review the information to assess for completeness.**

3.5.1.1 The NYISO’s acceptance of an Infrastructure Plan is not indicative of the plan’s merit or an MSE’s ability to comply with NYISO Tariffs or procedures.

<b>Organization Name</b>		<b>Date</b>	
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### 3.6 Infrastructure Plan Checklist

To Be Completed by the MSE			NYISO Review
Document Complete	Document Attached	Document Complete	Received <i>[NYISO use only]</i>
3.2.1 Description of meter test equipment, test equipment maintenance plan, and testing procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.2 Attestation that the meter test program complies with NYISO requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.1 Description of meter data management practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2 Description of meter data record recovery plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3 Description of Validation, Estimation, & Editing, including the process and rules used for meter data and any industry standards, reference load research or business practice standards used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.1 Description of physical and electronic security plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.2 Attestation of physical and electronic security plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>