

## Instructions for Submittal of Corrective Action Plans (CAPs) to ReliabilityFirst Under PRC-002-2 Requirement R12

Each Transmission Owner and Generator Owner who owns equipment used for collecting the data required for PRC-002-2 must repair any Disturbance monitoring capability failures within 90 calendar days to ensure that adequate data is available for event analysis. If the Disturbance monitoring capability cannot be restored within 90 calendar days (e.g., due to budget cycle, service crews, vendors, needed outages), the entity must develop and submit a Corrective Action Plan (CAP) to ReliabilityFirst for restoring the data recording capability. The timeline required for the CAP depends on the entity and the type of data required. An outage of the monitored BES Element does not constitute a failure of the Disturbance monitoring capability.

*PRC-002-2 (Disturbance Monitoring and Reporting Requirements) Requirement R12 states:*

*“Each Transmission Owner and Generator Owner shall, within 90-calendar days of the discovery of a failure of the recording capability for the SER, FR or DDR data, either:*

- Restore the recording capability, or*
- Submit a Corrective Action Plan (CAP) to the Regional Entity and implement it.”*

**Transmission Owners and Generator Owners should submit CAPs to ReliabilityFirst by emailing the information to [compliance@rfirst.org](mailto:compliance@rfirst.org).**

CAPs should include the following information:

- Name and NERCID of the entity reporting the failure and PRC-002-2 Corrective Action Plan in the subject line of the email (e.g., “ACME Power Company NCR99999 PRC-002-2 Corrective Action Plan”)
- The applicable function associated with failure (TO or GO)
- Contact information (name, email address and phone number) of the individual reporting the failure
- BES Bus Location and voltage level of the applicable sequence of events recording (SER), fault recording (FR) or dynamic Disturbance recording (DDR) data with failed recording capability
- Type of equipment that failed (SER, FR or DDR)
- Description of the failure
- Discovery date of the failure
- Corrective Action Plan
- Target Completion Date

Questions should be submitted via the [Contact Us](#) page on the ReliabilityFirst website.