



Monitoring  
Analytics

# Submitting and Associating Fuel Policies with Generating Units in MIRA

The Independent Market Monitor for PJM  
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## Submitting a Fuel Policy in MIRA

A minor enhancement has been made in the MIRA Fuel Policy module to allow market participants to associate *submitted* fuel policies with their generating units. In prior versions of the Fuel Policy module, only *approved* fuel policies could be associated with the unit. The following document is an update to the Fuel Policy section of the MIRA User Guide, which reflects the new functionality, and clarifies the MMU's expectations for market participants who are required to provide fuel policies to the MMU.

This change is the precursor to an upcoming redesign in the Fuel Policy module which will put greater emphasis on the assignment of fuel policies to generating units.

The Fuel Policy module includes document management functionality that supports the following workflow:

- Market Participant creates, edits, saves, and submits fuel policy documents for MMU review.
- Market Participant associates submitted or approved fuel policy with generating units for which the fuel cost policy will apply.
- The MMU reviews submitted fuel policy documents and approves or rejects.
- Once approved, the fuel policy cannot change for a fixed period of time without action by the MMU.

The Fuel Policy module consists of two user screens, "Fuel Policy Editing" and "Fuel Policy Management"

### ***Fuel Policy Editing***

#### **Create a new fuel policy**

<b>Create a new fuel policy</b>	
Step 1	Click on "Fuel Policy Editing" to open the Fuel Policy Editing screen.
Step 2	Click on "Add Fuel Policy" to open a new row
Step 3	Click on the  to the left of the row to expand the fuel policy row to add a fuel policy document.
Step 4	Click on the "Save" icon  to save the new policy.



## Adding a new document to the policy

After clicking the  symbol to upload a new fuel policy document, the next screen lets you identify the file to attach and save.

Add a new fuel policy document	
Step 1	Type in the name you want the file to be saved as in the “File Name” field.
Step 2	Select whether you want to edit a text field or browse for an attachment in the Content Type drop down box. If you select “Text” a text box will be presented to enable free-form text entry. If you select “Attachment”, browse for the file to attach.
Step 3	Use the “Choose” button to browse to the Fuel Policy file you wish to attach. Fuel Policy documents may be saved with the following file extensions: (.txt, .doc, .docx, .xls, .xlsx, .pdf).
Step 4	When you have completed Steps 1 through 3, remember to Save.
Step 5	Once the file has been saved, click on “Back to Fuel Policies” to return to the list of fuel policies.

<a href="#">← Back to Fuel Policies</a> <a href="#">Save File</a>	
File Name:	<input type="text"/>
Content Type:	Attachment <span>▼</span>
<input type="button" value="Browse..."/>	

The screenshot shows the 'Edit Fuel Policy File' page in the MIRA application. At the top, there is a header for 'Monitoring Analytics' and 'MIRA Member Information Reporting Application'. Below the header, a navigation bar includes 'Example Company' (callout 5), 'Edit Fuel Policy File', and 'Demo User'. A 'Main Menu' dropdown is also visible. The main content area contains a form with a 'File Name' field (callout 1), a 'Content Type' dropdown set to 'Attachment' (callout 2), and a '+ Choose' button (callout 3). Above the form, there are 'Back to Fuel Policies' and 'Save File' buttons (callout 4). A 'Sign Out' button is located in the top right corner. The footer contains the Monitoring Analytics logo, copyright information, version 3.0.2, and a 'Confidential' label.

## Submit a Fuel Policy

When you are satisfied with the edits made to your fuel policy, click on the “Submit”

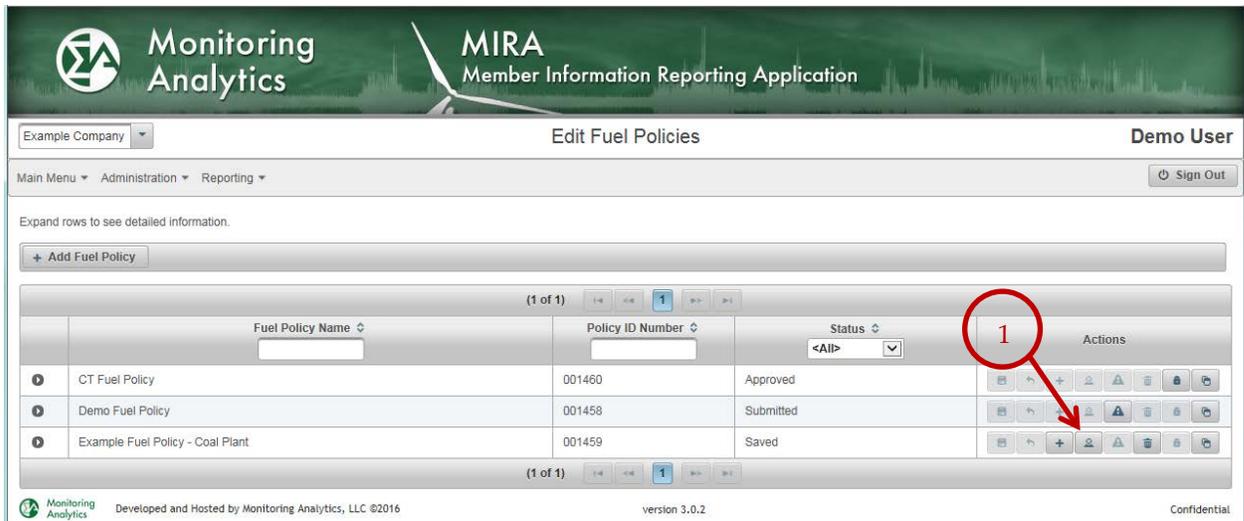


button to submit it for MMU review. Only fuel policies with status of “Saved” can be submitted for MMU review. The “Status” column for the fuel policy will change from “Saved” to “Submitted”.

The new functionality in MIRA allows a fuel policy with status “Submitted” to be associated with units. After submitting your fuel policy, please proceed to the “Fuel Policy Management” section of this guide.

A fuel policy with status “Submitted” is in the queue for the MMU to review. When the MMU has reviewed the fuel policy document, they will change the status to “Approved” or “Rejected”. If the MMU rejects the submitted fuel policy, the MMU will communicate with the market participant about the reason(s) for the rejection.

Rejected fuel policies can be edited, and upon making any change and saving, the status of the fuel policy will change from “Rejected” to “Saved.”



## Fuel Policy Management

The Fuel Policy Management screen has two tabs for each generating unit: one for reporting fuel related data, and one for associating fuel policy documents with the unit. This document focuses on associating fuel policies with the company’s generating units.

### Associate Fuel Policy document with the unit

Market participants must have a fuel policy associated with each of their generating units in MIRA. Previously, a fuel policy had to be “Approved” to be associated with a unit. This document provides guidance to market participants on how to associate “Submitted” fuel policies with their generating units.

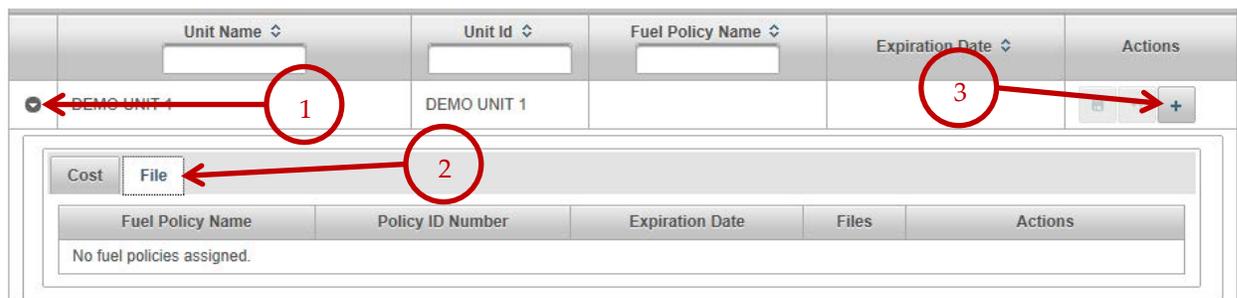
<b>Associate fuel policy with unit</b>	
Step 1	Select a unit, and click on the  to the left of the unit row to open the Fuel Policy Management screen for that unit.
Step 2	Select the “File” tab (Not the “Cost” tab) in the Fuel Policy Management screen.
Step 3	If the unit is eligible to have a fuel policy assigned to it, click on the  button to add a fuel policy association to the unit.
Step 4	A pop-up screen will appear with a list of all submitted or approved fuel policies for the reporting company. Click on the fuel policy that you wish to select to highlight it.

Step 5	Click "OK" to select that fuel policy and to assign it to the unit.
Step 6	Click "Yes" to confirm the assignment of the fuel policy to the unit. <b>Note: this step locks the assignment of the fuel policy to that unit.</b>

When there is no fuel policy document associated with the selected unit, the Fuel Policy Name and Expiration Date fields for that unit will be blank.

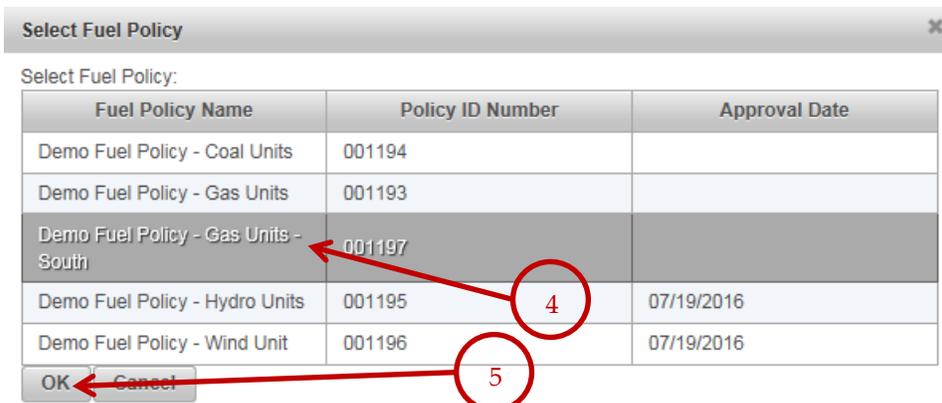
The  button will be available to the user to add a new fuel policy association if there is no current fuel policy association, or if the existing fuel policy association with the unit is expired.

Once a fuel policy is associated with the unit, the policy cannot be changed for a fixed period, typically one year. The date on which the fuel policy association with the unit can be changed is displayed in the Expiration Date column.



Unit Name	Unit Id	Fuel Policy Name	Expiration Date	Actions
DEMO UNIT 1	DEMO UNIT 1			+ 

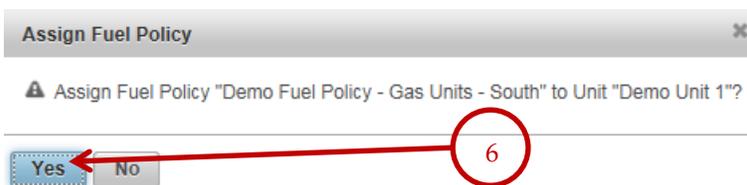
Fuel Policy Name	Policy ID Number	Expiration Date	Files	Actions
No fuel policies assigned.				



Select Fuel Policy:

Fuel Policy Name	Policy ID Number	Approval Date
Demo Fuel Policy - Coal Units	001194	
Demo Fuel Policy - Gas Units	001193	
Demo Fuel Policy - Gas Units - South	001197	
Demo Fuel Policy - Hydro Units	001195	07/19/2016
Demo Fuel Policy - Wind Unit	001196	07/19/2016

OK



Assign Fuel Policy "Demo Fuel Policy - Gas Units - South" to Unit "Demo Unit 1"?

If circumstances change for the generating unit, and the market participant believes it is appropriate to change the fuel policy assignment for a unit, the market participant may

contact the MMU to remove the assignment of the fuel policy with the unit. The MMU has the ability to allow a new policy document to be associated with the unit.