

ESCO Curtailment Plan Instructions

ESCOs will be sent an Excel spreadsheet to complete. E-mail completed spreadsheets to supplier_services@rge.com, with "Gas Curtailment" in the subject line no later than ten (10) business days from November 1 of each year.

Customer Name:	Retail Customer's business name. If the retail customer has more than one service point, please make an entry for each.
Priority	Assigned by the ESCO, High, Medium or Low.
RG&E SP ID	Service point identification number, available via the ESCO's Interactive Web Site.
Peak Day Dt	Available via the ESCO's Interactive Web Site. Peak day quantities are shown in therms on the site.
Dual Fuel % of Load	The percentage of peak day load, which can be served by the retail customer's dual fuel capability.
Dual Fuel # of Days	The number of days for which dual fuel capability is available without a resupply of the fuel.
Dual Fuel Lead Time	The time required in hours or days to switch to the dual fuel.
Retail Customer Contact Information	Fill in all areas. "Notified " indicates that the ESCO has notified the retail customer of the possibility of curtailment.

**Guidelines for ESCO Curtailment Plan Content
(Applicable to SC3 Non-Human Needs Customers Only)**

1. Immediate notification of RG&E Supplier Relations as soon as the ESCO becomes aware that all or a portion of nominated gas will not be delivered.
2. RG&E decision:
Either, RG&E will provide back-up gas for the ESCO at tariff cash-out rates,
OR, if RG&E cannot supply back-up gas, will instruct the ESCO to activate their curtailment plan.
3. If curtailment plan to be activated, then describe customer contact process:
 - A. Determine quantity to be curtailed and time period for the curtailment.
 - B. Establish timeline for curtailment process.
 - C. Brief staff members who will make customer calls.
 - D. Contact customers using curtailment customer priority list.
 - E. Tally curtailed quantities and when customers will curtail usage as calls are made.
 - F. Continue contacts until curtailment quantity is reached.
 - G. Contact RG&E as soon as curtailment quantity is reached. Report customers contacted; curtailment times; customer refusals to curtail; and other pertinent information.
 - H. Make contingency plans for customers who do not curtail usage as requested.
4. Describe activation of curtailment plan:
 - A. Notify RG&E that delivery of ADCQ delivery quantity will resume by ____.
 - B. RG&E and the ESCO establish deactivation time.
 - C. Notify curtailed customers that they may resume normal usage as of agreed to time.
5. Describe process for timely update of customer priority list and/or curtailment process.