



NEMAG PROCEDURE

Procedure No.	NEMAG-A-001
Revision No.	1
Page No.	COVER
Date:	12/07/08
Supersedes Date:	None

ADMINISTRATIVE PROCEDURE - GENERAL

FOREWORD

The purpose of this document is to detail the general, administrative procedures developed by the Northeast Mutual Assistance Group (NEMAG), as well as management guidelines for the same. The format used for all subsequent administrative procedures (if any) should be similar to that used throughout this document.

Any questions or inquiries regarding information provided in this document should be referred to the current leadership member.

_____ /signed/ _____
 Robert A. Kearns
 NEMAG Current Leadership (Date of Review)
 Director, Emergency Planning - National Grid
 508-389-3179

RECORD OF CHANGES

DATE OF REVIEW: 12/07/08

REVISION	DATE	DESCRIPTION
0	10/31/07	Initial DRAFT Issue
1	03/24/08	Revised DRAFT Issue
2	12/07/08	Revised DRAFT Issue

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1.0 INTRODUCTION

As a result of the creation of the Northeast Mutual Assistance Group (NEMAG), this procedure has been developed by the Working Group with the consent of all NEMAG members or Parties to standardize the process by which conference calls are conducted, resource sharing is affected, resource evaluation is performed, and invoice processing facilitated.

1.1 Purpose

The purpose of this document is to detail the general, administrative procedures implemented by the NEMAG, as well as management guidelines for the same. For reference, the format used for all subsequent administrative procedures (if any) should be similar to that used throughout this document.

1.2 Applicability and Scope

This document applies to the Parties referenced in the *NEMAG Charter* as detailed under separate cover.

1.3 Updating the Procedure

The current Leadership is responsible for maintaining this procedure. Annually or sooner, if warranted, material in the procedure will be updated or revised, in an attempt to stay current with changes in the NEMAG's organization or policies, applicable state and Federal regulations, or best management practices (BMPs). All revisions and/or additions shall detail a revision date and number on the top right corner of each page within the header, as well as a brief description in the Record of Changes section on the cover.

Comments are welcomed and should be documented (using the Request for Procedure/Change Form referenced in Appendix I) and addressed to the current Leadership. All documented comments shall be retained in a separate file and reviewed each time this procedure is revised. These comments will ensure that the contents of the procedure are current.

1.4 Availability

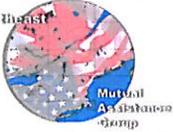
NEMAG members will have access to this document via hardcopy distribution (with an electronic back-up copy) via the current Leadership, whenever a change is made following a review.

NOTE: Only up-to-date versions of the documents will be distributed by the current Leadership. All other revisions (both hardcopy and electronic) should not be referenced and discarded.

1.5 References

Documents used in the creation of this procedure are no longer traceable.

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2.0 RESPONSIBILITIES

The following responsibilities have been assigned to ensure the proper maintenance of this and other NEMAG documents:

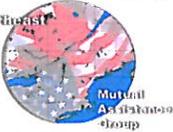
2.1 Current Leadership

- 2.1.1 The current Leadership will be selected from the Parties in alphabetical order, starting with Northeast Utilities. A member may elect not to serve as the current Leadership provided a reasonable explanation is presented to the Parties. In this instance, the next utility in alphabetical order will assume the current Leadership.
- 2.1.2 The current Leadership will coordinate and chair semi-annual conferences, which will be held (whenever possible) in the spring and fall months. Coordination includes any monetary fees associated with hosting the conferences, as well as agenda creation and distribution.
- 2.1.3 The current Leadership is responsible for coordinating conference call requests by providing notification to other members of a pending call by providing the date, time, and contact numbers.
- 2.1.4 The current Leadership will record and retain the call minutes and the outcomes of actions items that arise from the conferences. These documents will be retained for the time period of the current Leadership.
- 2.1.4 The current Leadership is also responsible for coordinating the NEMAG's participation in storm calls and/or conferences of other RMAGs, as needed or requested. Following these instances, the current Leadership will provide a summary of its participation to the Parties.
- 2.1.5 The current Leadership chairs the NEMAG Working Group, and includes determining the composition of this group.
- 2.1.6 The current Leadership coordinates the management of and authorizes the use of NEMAG procedures by the Parties, which result from periodic reviews and/or updates, as well as procedures created and/or modified as a result of ongoing operations.

2.2 Working Group

- 2.2.1 This group, which is composed of NEMAG members only, will be tasked to review the need for charter and/or procedural recommendations or changes.
- 2.2.2 The group composition will vary between three (3) and five (5) members that report to the current Leadership for guidance and/or action on pertinent issues and documents.
- 2.2.3 Membership in the group will either be indefinite or until removed/replaced by the current Leadership.

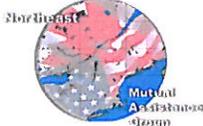
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2.3 NEMAG member

- 2.3.1 Ensure that representation on applicable conference calls is provided.
- 2.3.2 Participate in scheduled semi-annual conferences, whenever possible.
- 2.3.3 Share storm-related documentation, procedures, critiques, and with other members, when requested and if permitted to do so by respective management.
- 2.3.4 Provide input on issues raised by either the current Leadership or Working Group.

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3.0 CONFERENCE CALLS

Any point of contact for a NEMAG member can request that a conference call be held for any generation, transmission, and/or distribution-related incident or event (see Appendix A). The current Leadership will coordinate the conference call notification to other NEMAG members. Notification may be conducted via e-mail and/or text/voice notification applications. As parts of the notification, the current Leadership will detail the date, time, and contact numbers for the call.

During any incident or event, the current Leadership will oversee the call format as the Host; call frequency; and drafting, distributing, and retaining of the call minutes.

3.1 Call Format

The call format will consist of the Host conducting the following actions (see Appendix B), unless the participating members agree to a modified format following the roll call:

- 3.1.1 A roll call of the participating NEMAG members will be performed at the date/time of the scheduled conference call.

Company	Contact Names	Company	Contact Names
Bangor Hydro		New Brunswick Power	
Central Maine Power		Nova Scotia Power	
Central Vermont Public Service		NStar	
Green Mountain Power		South Norwalk Electric & Water	
Hydro One, Inc.		United Illuminating Co.	
Hydro-Quebec		Unitil Corp	
National Grid		Other	

- 3.1.2 Each participating member, in alphabetical order, will provide a weather forecast and current conditions update for its respective service territory, which spans the next 24 hours.
- 3.1.3 Each participating member, in alphabetical order, will provide a projected impact (as troubles cases) and date/time of the predicted damage issues and/or assessment. If damage already exists, (a) the member will provide the current level of damage assessment that been conducted thus far (three-phase main, single phase side, side taps, etc...) and (b) an estimate on when the overall assessment will be completed.
- 3.1.4 Each participating member, in alphabetical order, will provide a resource update as to their current needs and/or available resources. The updates will respond personnel and not "crews" because crew composition varies amongst the

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members. Worker types (e.g., transmission line, distribution line, contractor line, tree, etc...) and desired arrival times for the requesting utility will also be noted.

- 3.1.5 Each participating member will be queried on whether or not other company (i.e., non-NEMAG members) has requested mutual assistance.
- 3.1.6 The Host will request that other issues of concern (e.g., logistics) be forwarded for discussion before the conference call completion.
- 3.1.7 The current Leadership will set the date and time for the next NEMAG conference and include a distribution of the same to all NEMAG membership.

3.2 Call Frequency

Depending upon the nature of the incident/event, subsequent conference calls should be scheduled every 12 hours until the collective restoration activities are completed or a majority of the participating members agree to no longer scheduling calls. NEMAG member conference calls should be scheduled around this frequency, as much as possible.

3.3 Call Minutes

The current Leadership will record and retain the call minutes and the outcomes of actions items that arise from the conferences (see Appendix B). The minutes will not be distributed but will be available upon request by a NEMAG member.

3.4 Call Minutes Retention

The call minutes will be retained for the time period of the current Leadership. Disposition of the documents at the time of Leadership transfer will be at the discretion of the two companies. For reference, some New England states and Canadian provinces have established record retention time periods for certain types of documents.

As a result, these minutes may require additional retention or archiving. The current Leadership will ensure that such retention or archiving is accomplished, when (a) NEMAG member(s) request(s) such actions.

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4.0 RESOURCE TRANSFERS AND EVALUATIONS

Resource transfers (i.e., mutual assistance) will be coordinated between the requesting and responding companies. The current Leadership is not involved in the transfer process unless they represent one of the two parties to a transfer activity.

4.1 Resource Availability

- 4.1.1 Resource availability will be documented within the conference call minutes by the current Leadership. Although this information will not be distributed routinely following a call, large-scale mutual assistance events (i.e., two or more members rendering assistance simultaneously to NEMAG, other regional mutual assistance groups (RMAGs), or non-EEI members) may require the distribution of status updates.
- 4.1.2 If the majority of conference call participants agree that such a distribution is beneficial and worthwhile, then the current Leadership will prepare and distribute the “*NEMAG Resource Tracking Sheet*” to all the NEMAG members (see Appendix C).

4.2 Resource Requests

- 4.2.1 When rendering mutual assistance to one another, NEMAG members agree to follow the “*Suggested Governing Principles Covering Emergency Assistance Arrangements between Edison Electric Institute Member Companies*”, revised in March 2005 (see Appendix D).
- 4.2.2 If both parties are members of the Edison Electric Institute (EEI), the Parties may execute and submit for retention and management to EEI copies of the “*Mutual Assistance Agreement*” (see Appendix E). Submittal to EEI of the “*Mutual Assistance Agreement*”, in conjunction with the verbal authorization between the parties, shall be construed as the formal start of the rendering of mutual assistance.
- 4.2.3 Alternatively, the responding company may submit to the requesting company for execution a copy of the “*NEMAG Mutual Assistance Agreement*” (see Appendix F). The terms “Responding Company” and Requesting Company” are used in this agreement in the same manner as in the “*Suggested Governing Principles Covering Emergency Assistance Arrangements Between Edison Electric Institute Member Companies*”.
- 4.2.4 Return of an executed copy of the “*NEMAG Mutual Assistance Agreement*” by the requesting company to the responding company shall be construed as the formal start of the rendering of mutual assistance.
- 4.2.5 Resource transfers between NEMAG members shall be documented, whenever possible or practical, via the “*NEMAG Crew Transfer Sheet*” (see Appendix G).

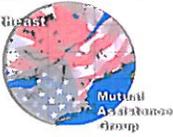
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4.3 Resource Evaluations

- 4.3.1 Following the rendering of mutual assistance from one member to another, the "*NEMAG Mutual Assistance/Foreign Utility Evaluation Form*" should be completed by the responding company and forwarded to (a) the requesting company point of contact and (b) the current Leadership (see Appendix H).
- 4.3.2 The current Leadership will review and summarize the observations noted in the forms for presentation and discussion at the spring NEMAG meeting. The intent is to recommends BMPs to the members that will streamline the efficiency of mutual assistance activities across the NEMAG.

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5.0 DOCUMENT REVIEW PROCESS

This document will be reviewed by the Working Group every two (2) years and coincide with the appointment of the next alphabetical order for the current Leadership. The current Leadership will chair the Working Group during the review. Any revision resulting from the Working Group's review will be coordinated, communicated, and distributed to the Parties by the current Leadership.

The Working Group should include in its review, comments from the NEMAG members, input from regulatory agencies (as needed), submitted "Request for Procedure/Change Forms", and industry-accepted best management practices (see Appendix I).

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Appendix A

**Northeast Mutual Assistance Group
Member Points of Contact**



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Settings\murpt1\Des

**Northeast Mutual Assistance Group (NEMAG)
Points of Contact**

Company	Name	Work Number	Home Number	Pager	Cell Number	Fax	E-mail
Bangor Hydro	Bob Platt	(207) 973-2608	(207)989-3568	Use Cell	(207) 949-3935	(207)973-2504	bplatt@bhe.com
	Jim Cameron	(207) 941-6667	(207)667-9375	(207) 580-2667	(207) 949-3967	(207)973-2790	jcameron@bhe.com
	Calvin Luther						cluther@bhe.com
Central Maine Power	Constance Hayward	(207) 626-9712		207)750-1655	(207) 458-2612		Constance.hayward@cmpco.com
	Brian Pierce	(207) 629-1049		(207) 750-3557	(207) 458-1204		brian.pierce@cmpco.com
Central Vermont Public Service Company	Scott Massie	(802) 747-5600			(802) 353-7291		smassie@cvps.com
	John teRiele, Jr.	(802) 747-5239			(802) 770-6098		teriele@cvps.com
Green Mountain Power	Charlie Pughe	(802) 655-8468	(802) 425-5186	(802) 450-2324	(802) 316-6826		pughe@greenmountainpower.biz
	Joe Ferro	(802) 655-8502	(802) 872-9092	(802) 450-4932	(802) 355-1971		ferro@greenmountainpower.biz
	GMP Dispatch – 24 hour		(802) 655-8478				
Hydro One Inc.	Bill Chant	(705) 743-2193 x3257			(705) 749-4899		bill.chant@HydroOne.com
	Mitch Ouellette		905-725-8253		(905) 391-6151	(905) 623-0636	mitch.ouellette@hydroone.com
Hydro-Quebec	Daniel Dumas	(514) 289-2211			(514) 346-8758		Dumas.Daniel.2@hydro.qc.ca
National Grid	Robert Kearns	(508) 389-3179	(508) 520-2207		(508) 439-2157	(508) 389-3001	robert.kearns@us.ngrid.com
	Thomas Murphy (NE)	(508) 389-2877	(603) 888-2012		(603) 498-3333	(508) 389-3001	thomas.j.murphy@us.ngrid.com
	Victoria Ladd-deGraff (NY)	(315) 428-6919	(315) 298-4139		(315) 439-3286	(315) 428-5823	victoria.ladddegraff@us.ngrid.com
New Brunswick Power	Harry MacLean	(506) 458-4423	(506) 458-1701		(506) 447-0971		HMacLean@nbpower.com
Northeast Utilities (CLP/PSN&WMECo)	Mark Fanelli	(860) 665-5552	(860) 529-7115	(860) 665-3138 x2343	(860) 543-5413	(860) 665-6878	fanelm@nu.com
							schwam1@nu.com
Nova Scotia Power	Steve Hazel	(902) 428-7511	(902) 497-8693		(902) 483-4431		stevie.hazel@nspower.ca
Nstar	Harris E Robinson	(617) 541-7018	(781) 2934284		(339) 987-8433		harris.robinson@nstar.com
South Norwalk Electric & Water	Micheal L. Giordano	(203) 866-4446	(203) 483-5895		(203) 943-0667		Mjordan@snnew.org
							2039430667@messaging.nextel.com
United Illuminating Company	William Ostrum	(203) 926-4503	(860) 346-9146		(203) 257-4448		bill.ostrum@uinet.com
	Pat Lynch	(203) 926-4611	(203) 881-0394				pat.lynch@uinet.com
	Joseph Dolan	(203) 926-4403	(203) 377-7728	(203) 529-9269	(203) 260-7162		joseph.dolan@uinet.com
	Joe Flach	(203) 926-4551	(203) 881-2972		(203) 868-4431		joe.flach@uinet.com
	Al Felice	(203) 926-4458	(203) 734-8708		(203) 623-6829		al.felice@uinet.com
Unitil Corporation	Raymond A. Letourneau Jr.	(603) 777-5502	(603) 926-8736		(603) 502-9253		letourneau@unitil.com
	Kevin Sprague	(603) 773-6554	(603) 750-4253		(603) 502-8978		sprague@unitil.com
	Justin Eisfeller	(603) 773-6437	(603) 659-3104		(603) 502-9633		eisfeller@unitil.com

Attachment A

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Appendix B

**Northeast Mutual Assistance Group
Conference Call Format – Roll Call**

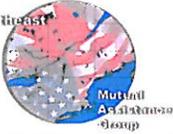
Date: _____ Time: _____ Phone No.: _____
Meeting No.: _____

Roll Call

Bangor Hydro	_____
Central Maine Power	_____
CVPS	_____
Green Mountain Power	_____
Hydro One, Inc.	_____
Hydro-Quebec	_____
National Grid	_____
New Brunswick Power	_____
Northeast Utilities	_____
Nova Scotia Power	_____
NStar	_____
South Norwalk W&E	_____
United Illuminating	_____
Unitil Corp.	_____
Other	_____

Weather Forecast/Current Conditions

Bangor Hydro	_____
Central Maine Power	_____
CVPS	_____
Green Mountain Power	_____
Hydro One, Inc.	_____
Hydro-Quebec	_____
National Grid	_____
New Brunswick Power	_____
Northeast Utilities	_____
Nova Scotia Power	_____
NStar	_____
South Norwalk W&E	_____
United Illuminating	_____
Unitil Corp.	_____
Other	_____

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**Northeast Mutual Assistance Group
Conference Call Format – Damage Assessment/Impact**

Date: _____ Time: _____ Phone No.: _____

Meeting No.: _____

Same as Page 1 (circle)

Company	Customer Outages (Sustained)	Cases of Trouble	Feeder Lockouts	Protective Devices	Transformers	House Services
Bangor Hydro						
Central Maine Power						
CVPS						
Green Mountain Power						
Hydro One, Inc.						
Hydro-Quebec						
National Grid						
New Brunswick Power						
Northeast Utilities						
Nova Scotia Power						
NStar						
South Norwalk W&E						
United Illuminating						
Unitil Corp.						
Other						

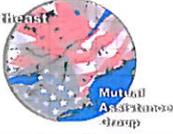
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**Northeast Mutual Assistance Group
Conference Call Format – Estimate Restoration Time**

Date: _____ Time: _____ Phone No.: _____
Meeting No.: _____

Same as Page 1 (circle)

Bangor Hydro	Date: _____	AM or PM (circle)
Central Maine Power	Date: _____	AM or PM
CVPS	Date: _____	AM or PM
Green Mountain Power	Date: _____	AM or PM
Hydro One, Inc.	Date: _____	AM or PM
Hydro-Quebec	Date: _____	AM or PM
National Grid	Date: _____	AM or PM
New Brunswick Power	Date: _____	AM or PM
Northeast Utilities	Date: _____	AM or PM
Nova Scotia Power	Date: _____	AM or PM
NStar	Date: _____	AM or PM
South Norwalk W&E	Date: _____	AM or PM
United Illuminating	Date: _____	AM or PM
Unitil Corp.	Date: _____	AM or PM
Other	Date: _____	AM or PM

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**Northeast Mutual Assistance Group
Conference Call Format – Resource Update**

Date: _____ Time: _____ Phone No.: _____
Meeting No.: _____

Same as Page 1 (circle)

Company	Holding	Mutual Assistance Personnel Available	Mutual Assistance Personnel Requested
Bangor Hydro			
Central Maine Power			
CVPS			
Green Mountain Power			
Hydro One, Inc.			
Hydro-Quebec			
National Grid			
New Brunswick Power			
Northeast Utilities			
Nova Scotia Power			
NStar			
South Norwalk W&E			
United Illuminating			
Unitil Corp.			
Other			

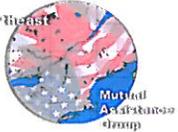
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**Northeast Mutual Assistance Group
Conference Call Format – Other Utility Mutual Assistance Requests**

Date: _____ Time: _____ Phone No.: _____
Meeting No.: _____

Same as Page 1 (circle)

- | | | |
|----------------------|-----------------------------|-------------------------------------|
| Bangor Hydro | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Central Maine Power | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| CVPS | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Green Mountain Power | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Hydro One, Inc. | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Hydro-Quebec | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| National Grid | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| New Brunswick Power | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Northeast Utilities | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Nova Scotia Power | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| NStar | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| South Norwalk W&E | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| United Illuminating | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Unitil Corp. | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Other | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |

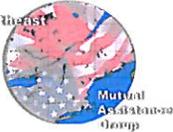
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**Northeast Mutual Assistance Group
Conference Call Format – Regulator or Media Issue(s)**

Date: _____ Time: _____ Phone No.: _____
Meeting No.: _____

Same as Page 1 (circle)

- | | | |
|----------------------|-----------------------------|-------------------------------------|
| Bangor Hydro | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Central Main Power | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| CVPS | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Green Mountain Power | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Hydro One, Inc. | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Hydro-Quebec | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| National Grid | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| New Brunswick Power | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Northeast Utilities | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Nova Scotia Power | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| NStar | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| South Norwalk W&E | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| United Illuminating | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Unitil Corp. | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |
| Other | <input type="checkbox"/> No | <input type="checkbox"/> Yes: _____ |

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**Northeast Mutual Assistance Group
Conference Call Format – Action Item(s) and Next Call**

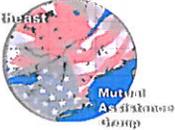
Date: _____ Time: _____ Phone No.: _____
Meeting No.: _____

Same as Page 1 (circle)

- Bangor Hydro _____
- Central Maine Power _____
- CVPS _____
- Green Mountain Power _____
- Hydro One, Inc. _____
- Hydro-Quebec _____
- National Grid _____
- New Brunswick Power _____
- Northeast Utilities _____
- Nova Scotia Power _____
- NStar _____
- South Norwalk W&E _____
- United Illuminating _____
- Unitil Corp. _____
- Other _____

Next Conference Call

Date: _____ Time: _____ Phone No.: _____
Meeting No.: _____

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Appendix C

**Northeast Mutual Assistance Group
Resource Tracking Sheet**



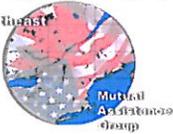
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NEMAG Resource Tracking Sheet

Available resources should be the first wave resources that can be sent once the responding utility is known to be in the clear.

Resources Requested				Resources Available (When Cleared)					
Company	# Utility Line	#Tree Personnel	Date/Time Needed	# Utility Dist. Line	# Contract Dist. Line	# Trans. Line	# Tree Personnel	# Patrol Personnel	Comments (commitments, release date/time, other resources)
Bangor Hydro									
Central Maine Power									
CVPS									
Green Mountain Power									
Hydro One, Inc.									
Hydro-Quebec									
National Grid									
New Brunswick Power									
Northeast Utilities									
Nova Scotia Power									
Nstar									
South Norwalk E&W									
United Illuminating									
Unitil Corp.									
Totals	-	-		-	-		-	-	

Attachement C

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Appendix D

Suggested Governing Principles Covering Emergency Assistance Arrangements Between Edison Electric Institute Member Companies (Updated March 2005)

Electric companies have occasion to call upon other companies for emergency assistance in the form of personnel or equipment to aid in maintaining or restoring electric utility service when such service has been disrupted by acts of the elements, equipment malfunctions, accidents, sabotage or any other occurrences where the parties deem emergency assistance to be necessary or advisable. While it is acknowledged that a company is not under any obligation to furnish such emergency assistance, experience indicates that companies are willing to furnish such assistance when personnel or equipment are available.

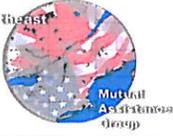
In the absence of a continuing formal contract between a company requesting emergency assistance ("Requesting Company") and a company willing to furnish such assistance ("Responding Company"), the following principles are suggested as the basis for a contract governing emergency assistance to be established at the time such assistance is requested:

1. The emergency assistance period shall commence when personnel and/or equipment expenses are initially incurred by the Responding Company in response to the Requesting Company's needs. (This would include any request for the Responding Company to prepare its employees and/or equipment for transport to the Requesting Company's location but to await further instructions before departing). The emergency assistance period shall terminate when such employees and/or equipment have returned to the Responding Company, and shall include any mandated DOT rest time resulting from the assistance provided and reasonable time required to prepare the equipment for return to normal activities (e.g. cleaning off trucks, restocking minor materials, etc.).
2. To the extent possible, the companies should reach a mutual understanding and agreement in advance on the anticipated length – in general – of the emergency assistance period. For extended assistance periods, the companies should agree on the process for replacing or providing extra rest for the Responding Company's employees. It is understood and agreed that if, in the Responding Company's judgment such action becomes necessary the decision to terminate the assistance and recall employees, contractors, and equipment lies solely with the Responding Company. The Requesting Company will take the necessary action to return such employees, contractors, and equipment promptly.
3. Employees of Responding Company shall at all times during the emergency assistance period continue to be employees of Responding Company and shall not be deemed employees of Requesting Company for any purpose. Responding Company shall be an independent Contractor of Requesting Company and wages, hours and other terms and conditions of employment of Responding Company shall remain applicable to its employees during the emergency assistance period.
4. Responding Company shall make available at least one supervisor in addition to crew foremen. All instructions for work to be done by Responding Company's crews shall be given by Requesting Company to Responding Company's supervisor(s); or, when Responding Company's crews are to work in widely separate areas, to such of Responding Company's foremen as may be designated for the purpose by Responding Company's supervisor(s).
5. Unless otherwise agreed by the companies, Requesting Company shall be responsible for supplying and/or coordinating support functions such as lodging, meals, materials, etc. As an exception to this, the Responding Company shall normally be responsible for arranging lodging and meals en route to the Receiving Company and for the return trip home. The cost for these in transit expenses will be covered by the requesting company.
6. Responding Company's safety rules shall apply to all work done by their employees. Unless mutually agreed otherwise, the Requesting Company's switching and tagging rules should be followed to ensure

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consistent and safe operation. Any questions or concerns arising about any safety rules and/or procedures should be brought to the proper level of management for prompt resolution between management of the Requesting and Responding Companies.

7. All time sheets and work records pertaining to Responding Company's employees furnishing emergency assistance shall be kept by Responding Company.
8. Requesting Company shall indicate to Responding Company the type and size of trucks and other equipment desired as well as the number of job function of employees requested but the extent to which Responding Company makes available such equipment and employees shall be at Responding Company's sole discretion.
9. Requesting Company shall reimburse Responding Company for all costs and expenses incurred by Responding Company as a result of furnishing emergency assistance. Responding Company shall furnish documentation of expenses to Requesting Company. Such costs and expenses shall include, but not be limited to, the following:
 - a. Employees' wages and salaries for paid time spent in Requesting Company's service area and paid time during travel to and from such service area, plus Responding Company's standard payable additives to cover all employee benefits and allowances for vacation, sick leave and holiday pay and social and retirement benefits, all payroll taxes, workmen's compensation, employer's liability insurance and other contingencies and benefits imposed by applicable law or regulation.
 - b. Employee travel and living expenses (meals, lodging and reasonable incidentals).
 - c. Replacement cost of materials and supplies expended or furnished.
 - d. Repair or replacement cost of equipment damaged or lost.
 - e. Charges, at rates internally used by Responding Company, for the use of transportation equipment and other equipment requested.
 - f. Administrative and general costs, which are properly allocable to the emergency assistance to the extent such costs, are not chargeable pursuant to the foregoing subsections.
10. Requesting Company shall pay all costs and expenses of Responding Company within sixty days after receiving an invoice therefore.
11. Requesting Company shall indemnify and hold Responding Company harmless from and against any and all liability for loss, damage, cost or expense which Responding Company may incur by reason of bodily injury, including death, to any person or persons or by reason of damage to or destruction of any property, including the loss of use thereof, which result from furnishing emergency assistance and whether or not due in whole or in part to any act, omission, or negligence of Responding Company. Where payments are made to Responding Company's employees under a workmen's compensation or disability benefits law or any similar law for bodily injury or death resulting from furnishing emergency assistance, Requesting Company shall make reimbursement to Responding Company to the extent such payment increases the Responding Company's workmen's compensation or disability benefits costs, whether such increase in costs occurs in the form of an increase in premiums or contributions or in the form of reduction in dividends or premium refunds, or otherwise.
12. In the event any claim or demand is made or suit or action is filed against Responding Company alleging liability for which Requesting Company shall indemnify and hold harmless Responding Company under paragraph (8) above, Responding Company shall promptly notify Requesting Company thereof, and Requesting Company, at its sole cost and expense, shall settle, compromise or defend the same in such manner as it in its sole discretion deems necessary or prudent.

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- 13 Non-affected companies should consider the release of contractors during restoration activities. The non-affected company shall supply the requesting companies with contact information of the contractors (this may be simply supplying the contractors name). The contractors will negotiate directly with requesting companies.

Updated - March 2005

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Appendix E

Edison Electric Institute Mutual Assistance Agreement

Edison Electric Institute (“EEI”) member companies have established and implemented an effective system whereby member companies may receive and provide assistance in the form of personnel and equipment to aid in restoring and/or maintaining electric utility service when such service has been disrupted by acts of the elements, equipment malfunctions, accidents, sabotage, or any other occurrence for which emergency assistance is deemed to be necessary or advisable (“Emergency Assistance”). This Mutual Assistance Agreement sets forth the terms and conditions to which the undersigned EEI member company (“Participating Company”) agrees to be bound on all occasions that it requests and receives (“Requesting Company”) or provides (“Responding Company”) Emergency Assistance from or to another Participating Company who has also signed the EEI Mutual Assistance Agreement; provided, however, that if a Requesting Company and one or more Responding Companies are parties to another mutual assistance agreement at the time of the Emergency Assistance is requested, such other mutual assistance agreement shall govern the Emergency Assistance among those Participating Companies.

In consideration of the foregoing, the Participating Company hereby agrees as follows:

- (1) When providing Emergency Assistance to or receiving Emergency Assistance from another Participating Company, the Participating Company will adhere to the written principles developed by EEI members to govern Emergency Assistance arrangements among member companies (“EEI Principles”), that are in effect as of the date of a specific request for Emergency Assistance, unless otherwise agreed to in writing by each Participating Company.
- (2) With respect to each Emergency Assistance event, Requesting Companies agree that they will reimburse Responding Companies for all costs and expenses incurred by Responding Companies in providing Emergency Assistance as provided under the EEI Principles, unless otherwise agreed to in writing by each Participating Company; provided, however, that Responding Companies must maintain auditable records in a manner consistent with the EEI Principles.
- (3) During each Emergency Assistance event, the conduct of the Requesting Companies and the Responding Companies shall be subject to the liability and indemnification provisions set forth in the EEI Principles.
- (4) A Participating Company may withdraw from this Agreement at any time. In such an event, the company should provide written notice to EEI’s Director of Security of Transmission and Distribution Operations.
- (5) EEI’s Director of Security of Transmission and Distribution Operations shall maintain a list of each Participating Company which shall be posted on the RestorePower web site at www.restorepower.com. However, a Participating Company may request a copy of the signed Mutual Assistance Agreement of another Participating Company prior to providing or receiving Emergency Assistance.

Company Name

Signature

Officer Name:
Title:
Date:

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Appendix F

**Northeast Mutual Assistance Group
Mutual Assistance Agreement**

[Date]

[Responding Company Official's Name]

[Responding Company Official's Title]

[Responding Company's Name]

[Responding Company's Address]

In recognition of the personnel, equipment, and/or other emergency assistance being sent to us by your Company and in accordance with a telephone request between your [Requesting Company Official's Name and Title] and our [Responding Company Official's Name and Title] on [Date of Telephone Request], we agree to be bound by the "Suggested Governing Principles Covering Emergency Assistance Arrangements Between Edison Electric Institute Member Companies", updated March 2005.

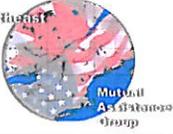
[Requesting Company's Name]

[Requesting Company's Address]

Signature: _____

[Requesting Company Official's Name]

[Requesting Company Official's Title]

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Appendix G

**Northeast Mutual Assistance Group
Crew Transfer Sheet**



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Appendix H

**Northeast Mutual Assistance Group
Mutual Assistance/Foreign Utility Evaluation Form**



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Settings\murpt1\Des

Northeast Mutual Assistance Group Mutual Assistance/Foreign Utility Evaluation Form													
Utility Name:	Lead supervisor												
Utility Address:	Telephone (cell)												
Telephone:	Crew members and vehicle nos.												
In-processing Completion													
Assistance type: (circle one)	Storm	Heat	Cable	Other: (explain)								Administrative and Work Evaluation	
Safety brief (held)	Yes	No	N/A	Other: (explain)	Crew Transfer Sheet (correct)	Yes	No	N/A	Other: (explain)				
Safety brief (attended by all)	Yes	No	N/A	Other: (explain)	Communication: (timely)	Yes	No	N/A	Other: (explain)				
Work brief (attended by all)	Yes	No	N/A	Other: (explain)	Environmental (awareness)	Poor	Fair	Good	Excellent				
Safety Evaluation													
Backfeed (discussed)	1	2	3	4	5	Equipment stock: (adequate)	Yes	No	N/A	Other: (explain)			
Clearance/control	1	2	3	4	5	Lodging (complaints)	Yes	No	N/A	Other: (explain)			
Door card (use)	1	2	3	4	5	Meal (complaints)	Yes	No	N/A	Other: (explain)			
Grounding (present)	1	2	3	4	5	Work attitude: (circle one)	Poor	Fair	Good	Excellent			
Job briefing (conducted)	1	2	3	4	5	Work completion: (timely)	Poor	Fair	Good	Excellent			
PPE (proper use)	1	2	3	4	5	Work packet: (complete)	Yes	No	N/A	Other: (explain)			
Work area (rubber use)	1	2	3	4	5	Comments:							
Work area (protection)	1	2	3	4	5	Evaluator(s):							
Work clearances (maintained)	1	2	3	4	5	Overall work assessment	1	2	3	4	5		
Overall safety assessment	1	2	3	4	5	Not evaluated	Not evaluated						

Notes:

1 = Minimal or no assurance, 2 = Limited assurance, 3 = Suitable assurance, 4 = Positive assurance, 5 = Maximum assurance

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Appendix I

Request for Procedure/Change Form

Requestor: _____
 Company: _____
 Department: _____
 Date: _____

Item(s) to be changed (if applicable):

Procedure No: _____
 Section: _____
 Page: _____
 Table: _____
 Figure: _____
 Formula: _____
 Appendix: _____

FOR LEADERSHIP USE ONLY			
1. Change Approved:	YES	NO	
2. Change Implemented:	YES	NO	
Respective Date(s):		Initials	
1.	_____	_____	_____
2.	_____	_____	_____

Description of Requested Procedure/Change (circle applicable):

Reason for Requested Procedure/Change (circle applicable):

Instructions:

The Individual requesting a procedure/change shall complete the *Request for Procedure/Change Form* and submit it to the current NEMAG Leadership. Please attach a copy of the procedure item to be changed with revisions indicated on the copy.

Requester Signature _____ Date: _____