MDMA Approval Checklist

MDMA Services Applied For:

Interval Data Services (Hourly)   Cumulative Data Services (Monthly)   Both

- Each MDMA shall be required to submit a written application to the UDC with which it is requesting MDMA approval.

- Each MDMA applicant with an executed ESP agreement with the UDC which it is requesting MDMA approval will receive priority.

- This MDMD approval will be granted to MDMA agents which possess the ability to perform these functions as outlined by the three ADCs in the December MDMA Workshops.

- The approval is based on the review of the written application, completed documents and a Data Management Acceptance Test.

- Upon request from the MDMA applicant & submission of application, the UDC will electronically forward a copy of the Data Management Acceptance Test.

* **The Written Application shall include:**

- A completed written application from the ESP, including name of MDMA agent, if applicable.

- A completed approval checklist.

- A description of MDMA applicant's experience in meter reading & meter data management.

- **Meter Reading Training Program/Manuals, including but not limited to the following:** (Check all that apply)

    Safety   Meter Reader Work Practices & Job Description
    Security   Meter Reading Training Guide (e.g.MeterPro License)
    Held device training manual   Uniform & equipment
    Performance Responsibilities   Vehicle Insurance
    Customer Relations   Additional documentation and/or manuals related to
    Hiring Practices & Criteria   meter reading
    Subcontractor list, if applicable

- **Meter Data Management Agent Training Curriculum & Operational Procedures, including but not limited to the following:**
- Check all that apply) If the required information identified in the Acceptance package is not included in the documents listed below, please include the document or describe how the requirement is being met.

    Hiring Practices   Position Descriptions
    Training Curriculum   Operational Procedures (Sample)
    Disaster Recovery   Availability/ Security
    Operations/System Description

- **Successful completion of the Data Management Acceptance Test will include, but not be limited to the following:**
- Input & output data will be matched to the test questions using the MEPMD01 field "Receiver customer ID" with the following format : MDMATESTnn where nn=test question number.
- VEE data must be produced through automated meant that provide a systematic & consistent set of results.
- If data are manipulated manually, the MDMA must document the procedures that is has implemented to ensure consistency.

APPLICATION FOR MDMA SERVICES

Purpose: This application and the attached documents are to be used by Applicants when applying for Meter Data Management Agent)MDMA) acceptance. Use this cover letter and the attached list to indicate what information you have included with your application and to ensure that you have all the required documentation.

You will receive an acknowledgment that we have received your application, as well as any necessary requests for additional information, within ten business days. You will also receive information on the Acceptance Test with sample data, contact names and procedures.

If this application is approved by a UDC, the MDMA is not authorized to provide MDMA services except on behalf of an Energy Services Provider (ESP) who is duly authorized to provide direct access services in a UDC service territory under a UDC's direst access tariffs and a valid ESP service Agreement.

MDMA NAME:_____ **CONTACT**_____
                                   PERSON:

ADDRESS:_____

CITY:_____ **STATE:**_____ **ZIP:**_____

BUSINESS PHONE: (   )_____

THE INFORMATION BELOW IS NEEDED FOR CONNECTIVITY:

COMPLETE URL   **USER**
ADDRESS:_____ **CODE:**_____

PASSWORD:_____

LIST OF ESP'S YOU ARE DOING BUSINESS WITH:_____
_____
_____

Priority is given to those MDMA's who are doing business with an ESP who has a signed agreement.

SIGNATURE:_____ **DATE:**_____

Signature should be someone who has legal authority at the
MDMA business, i.e., offices.