



## **Instructions of Qualifying or Being Approved as a Meter Data Management Agent (MDMA)**

### **Background**

The CPUC decision on the Meter and Data Communications Standards Workshop Report of Dec. 3, 1997, directed the UDCs to develop a Meter Data Management Agent qualification/approval process for those ESPs and MDMA's who wish to offer MDMA services.

The CPUC requires that potential MDMA's comply with current UDC standards in experience, education and training in order to perform the following functions of an MDMA:

- Manage the meter reading schedule
- Read and retrieve meter data
- Calculate usage
- Validate, edit and estimate meter data
- Manage data in MDMA server
- Meter/device management

The intent of this document is to provide instructions on what is required to become a qualified/approved MDMA.

### **Application**

The potential MDMA completes the **Application for MDMA Services**, enclosed.

### **Checklist**

A checklist identifying all required written documentation will also be included with the application (enclosed).

### **Written Requirements**

The potential MDMA forwards the completed application, the checklist, as well as all written requirements to:

**ESP Administration  
SDG&E  
8326 Century Park Court, Suite 6200  
San Diego, CA 92123-1582**

SDG&E will review the submitted documentation, determine if the potential MDMA's standards are consistent with SDG&E's standards and applicable CPUC regulations, and notify the MDMA via e-mail. SDG&E has established a goal of 10 business days to review the documentation and respond to the potential MDMA. Omitted documentation of the submitted written requirements will result in SDG&E requesting that additional information. MDMA's will be notified to submit the omitted information. However, insufficient requirements will require the potential MDMA's to resubmit that portion of the requirements.

Once the potential MDMA's application and documentation are complete, and the MDMA has passed the server acceptance test and after coordination with the Direct Access Project Coordinator (DPUC), the MDMA may begin to offer services immediately.

### **Server Acceptance Test**

Subsequent to SDG&E receiving the completed qualification documentation, the potential MDMA may contact SDG&E to schedule the acceptance test. SDG&E applicants may contact the ESP administrator, Mike Gunzelman at (619) 654-1177.

SDG&E will then provide the potential MDMA with data for the server acceptance test. The purpose of the server acceptance test is for the potential MDMA to demonstrate that it can:

- Calculate usage
- Validate, estimate and edit usage
- Format the usage in the California Metering Exchange Protocol (CMEP) format
- Post the data to the potential MDMA's server, and
- Provide SDG&E with automated access to the server

Detailed steps are outlined in the MDMA Service Acceptance Testing document (see attached).

The acceptance test is then performed. SDG&E has established a 48-hour turn-around time requirement for the completion of this test.

If the potential MDMA fails the server acceptance test the first time. It can reschedule for re-test. However, if a failure occurs twice, the potential MDMA must wait three months before re-testing will be allowed.

In addition, re-testing will be required if new software is installed or if new technology is implemented by the potential MDMA.

### **Back-up Reading Process**

If the potential MDMA's primary source of reading meters is a method other than the

manual process, the potential MDMA, in addition to submitting documentation on its primary method, must also demonstrate that it has a capable back-up process in place (details of this are also outlined on the enclosed checklist).

**Data Format**

MDMA data format requirements for SDG&E are included in this package as an appendix.

**Help Desk**

The CPUC decision requires that a technical help desk be provided by SDG&E as well as MDMA's. SDG&E has a toll-free number available and will be announced. All potential MDMA's must provide 24/365 access to technical assistance. This includes help desk phone number, e-mail address, contact names and pager numbers. The help desk phone must be answered promptly during normal business hours. However, after-hour calls regarding the server must be returned within one hour. All other after-hour calls can be deferred to the next business day.