

**NERC**

NORTH AMERICAN ELECTRIC  
RELIABILITY CORPORATION

# Demand Response Availability Data Reporting Instructions

August 2013

**RELIABILITY | ACCOUNTABILITY**



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## Bulk Upload Instructions

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The bulk upload is performed through the Graphical User Interfaces on the displays:

1. **Registered Programs**
2. **Events**
3. **Market Participation**
4. **Ancillary Services**

To use bulk upload:

- a) Log into the application
- b) Navigate to the respective display for the bulk upload
- c) Filter for the Reporting Period and Company
- d) Use the Import button available on the display

Each upload will be captured in the application and viewable via the Import History display.

The Import History display is accessible from each display that allows the bulk upload action.

- i. The Reporting Period must be active
- ii. The Registered Month must be in the past
- iii. The Program and Zone must exist in the application

To delete using Bulk Upload, list the key information and blank out values for other columns.

Each display allowing import of information in bulk also allows for the export of information.

The exported file can be modified and imported back into the application.

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## Import Options

There are three different options to choose when uploading data:

1. Update
2. Append
3. Full Replace

All options will only affect the Company and Reporting Period.

### Update

Update will create new records, update existing records, and delete records.

Update will only affect records in the file.

### Append

Append will only create new records.

### Full Replace

Full replace will create new records, update existing records, and delete records.

Full Replace will delete records that exist in the system not listed in the file.

## Import Formats

Each Import File must contain a header. The header has to match exactly the Column Names for each display's import separated by a comma. These column names are defined in the following four sections for **Registered Programs, Events, Market Participation and Ancillary Services**.

The description column in the following sections lists details pertaining to the column and details the contents of the cell's required format, required/optional, or any additional information regarding the column.

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## Registered Programs

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The Registered Program Field Names and Field Descriptions are given below:

Field Name	Field Description
Registered Month	The Month of the Registered Program Must be within the Reporting Period Must be formatted like <ol style="list-style-type: none"><li>MM/O1/YYYY</li><li>Mon YYYY</li><li>Month YYYY</li><li>M/1/YYYY</li></ol>
Program Name	The Program of the Registered Program <ol style="list-style-type: none"><li>Must match the name of the Program exactly</li><li>Program start and end date have to include the Registered Month</li></ol>
Program Zone	The Zone of the Registered Program <ol style="list-style-type: none"><li>Must match the name of the Zone exactly</li><li>Zone must be active for the Reporting Period</li></ol>
Registered Number of Resources	Registered Number of Resources of the Registered Program <ol style="list-style-type: none"><li>Integer value only</li><li>Required if Registered Capacity MW &gt; 0</li></ol>
Registered Capacity MW	The Registered Capacity MW of the Registered Program <ol style="list-style-type: none"><li>Decimal value only</li><li>Required if Registered Number of Resources &gt; 0</li></ol>

## Events

The Event Field Names and Field Descriptions are given below:

Field Name	Field Description
Registered Month	The Month of the Registered Program must be within the Reporting Period and must be formatted like <ol style="list-style-type: none"> <li>i. MM/01/YYYY</li> <li>ii. Mon YYYY</li> <li>iii. Month YYYY</li> <li>iv. M/1/YYYY</li> </ol>
Program Name	The Program of the Registered Program must match the name of the Program exactly. The Program start and end date have to include the Registered Month
Program Zone	The Zone of the Registered Program <ol style="list-style-type: none"> <li>i. Must match the name of the Zone exactly</li> <li>ii. Zone must be active for the Reporting Period</li> </ol>
Internal Event ID Code	The unique identifier for the Event <ol style="list-style-type: none"> <li>i. Must be unique to the company</li> <li>ii. Cannot contain “#” characters</li> <li>iii. Required</li> </ol>
Reason	The Reason for the Event must match the name of a Reason <ol style="list-style-type: none"> <li>i. Forecast or Actual Reserve Shortage</li> <li>ii. Frequency Control</li> <li>iii. Local Reliability</li> <li>iv. Other</li> <li>v. Reactive Power Support</li> </ol>
Other	If Reason is “Other” enter description  Cannot contain “#” characters
Time Zone	The Time Zone for the Event is Required if the Event is time line and must match the name of a Time Zone Code <ol style="list-style-type: none"> <li>i. PST</li> <li>ii. PPT</li> <li>iii. MST</li> <li>iv. MPT</li> <li>v. CST</li> <li>vi. CPT</li> </ol>

<b>Field Name</b>	<b>Field Description</b>
Advanced Notification Date time	The Advanced Notification Date time for the Event Optional Timeline must be formatted like <ul style="list-style-type: none"> <li>i. MM/DD/YYYY HH:MM:SS (24 hour format)</li> <li>ii. Must occur prior to Deployment Date time</li> </ul>
Deployment Date time	The Deployment Date time for the Event Timeline must be formatted like <ul style="list-style-type: none"> <li>i. MM/DD/YYYY HH:MM:SS (24 hour format)</li> <li>ii. Must occur during Registered Month</li> <li>iii. Must occur prior to Reduction Deadline</li> </ul>
Reduction Deadline Date time	The Reduction Deadline Date time for the Event Timeline must be formatted like <ul style="list-style-type: none"> <li>i. MM/DD/YYYY HH:MM:SS (24 hour format)</li> <li>ii. Must occur prior to Release Recall Date time</li> </ul>
Release Recall Date time	The Release Recall Date time for the Event Timeline must be formatted like MM/DD/YYYY HH:MM:SS (24 hour format) and must occur prior to or at the same time as Normal Operations Date time
Normal Operations Date time	The Normal Operations Date time for the Event Timeline must be formatted like MM/DD/YYYY HH:MM:SS (24 hour format)
Committed MW	The Committed MW for the Event is Required in Decimal format  Should be less than or equal to the Registered Capacity MW

<b>Field Name</b>	<b>Field Description</b>
Committed Resources	The Number of Committed Resources for the Event is Required and must be Numeric and less than or equal to the Registered Number of Resources
Dispatched MW	The Dispatched MW for the Event is Required and must be Decimal and less than or equal to the Committed MW
System Demand At Dispatch MW	The System Demand At Dispatch MW is Required and must be Decimal
Duration of Event	The Duration of Event for the Event is Required for Non-Timeline and must be formatted like HHHH:MM:SS And must be greater than or equal to the sum of Ramp Period, Sustained Response Period, Deployment Period, and Recovery Period
Ramp Period	The Ramp Period for the Event is Required for Non-Timeline and must be formatted like HHHH:MM:SS
Sustained Response Period	The Sustained Response Period for the Event is Non-Timeline and is Not Required and must be formatted like HHHH:MM:SS
Deployment Period	The Deployment Period for the Event is Non-Timeline and is Not Required and must be formatted like HHHH:MM:SS
Recovery Period	The Recovery Period for the Event is Non-Timeline and is not Required and must be formatted like HHHH:MM:SS
Realized Demand	The Realized Demand Reduction MW for the Event is Non-Timeline and must be Decimal

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<b>Field Name</b>	<b>Field Description</b>
Realized Demand Reduction MW 01 – Realized Demand Reduction MW 24	The Realized Demand Reduction MW Hourly Performance for the Event <ul style="list-style-type: none"> <li>i. This element occurs 01-24 times</li> <li>ii. Timeline</li> <li>iii. Decimal</li> <li>iv. Must be within the duration of event</li> </ul>
Realized Energy Reduction MWh 01 – Realized Energy Reduction MWh 24	The Realized Energy Reduction MWh Hourly Performance for the Event <ul style="list-style-type: none"> <li>i. This element occurs 01-24 times</li> <li>ii. Timeline</li> <li>iii. Decimal</li> <li>iv. The system will automatically calculate this for hours where Realized Demand Reduction MW is entered</li> </ul>

## Market Participation

The Market Participation Field Names and Field Descriptions are given below:

Field Name	Field Description
Registered Month	The Month of the Registered Program must be within the Reporting Period and must be formatted like <ol style="list-style-type: none"> <li>i. MM/01/YYYY</li> <li>ii. Mon YYYY</li> <li>iii. Month YYYY</li> <li>iv. M/1/YYYY</li> </ol>
Program Name	The Program of the Registered Program must match the name of the Program exactly and the Program start and end date have to include the Registered Month
Program Zone	The Zone of the Registered Program must match the name of the Zone exactly and the Zone must be active for the Reporting Period
Total Offer and Self Scheduled Hours	The Total Offer and Self Scheduled Hours for the Market Participation is required and must be numeric and cannot exceed the total hours in the Registered Month Required
Scheduled / Cleared Hours	The Scheduled / Cleared Hours for the Market Participation must be Numeric and cannot exceed the total hours in the Registered Month and is Dependent on <ol style="list-style-type: none"> <li>i. Scheduled MWh Energy Reduction</li> <li>ii. Estimated Realized MWh Energy Reduction</li> <li>iii. Scheduled MW Demand Reduction</li> <li>iv. Estimated Realized MW Demand Reduction</li> </ol>
Offered or Self Scheduled MWh Energy Reduction	The Offered or Self Scheduled MWh Energy Reduction for the Market Participation is required and must be Decimal. If left blank and Offered or Self Scheduled MW Demand Reduction is entered, and will automatically calculate during import process.

<b>Field Name</b>	<b>Field Description</b>
Scheduled MWh Energy Reduction	<p>The Scheduled MWh Energy Reduction for the Market Participation is Decimal and is dependent on</p> <ul style="list-style-type: none"> <li>i. Scheduled / Cleared Hours</li> <li>ii. Scheduled MWh Energy Reduction</li> <li>iii. Scheduled MW Demand Reduction</li> <li>iv. Estimated Realized MW Demand Reduction</li> </ul> <p>If left blank and Scheduled MW Demand Reduction is entered, and will automatically calculate during import process</p>
Estimated Realized MWh Energy Reduction	<p>The Estimated Realized MWh Energy Reduction for the Market Participation is Decimal and is dependent on</p> <ul style="list-style-type: none"> <li>i. Scheduled / Cleared Hours</li> <li>ii. Scheduled MWh Energy Reduction</li> <li>iii. Scheduled MW Demand Reduction</li> <li>iv. Estimated Realized MW Demand Reduction</li> </ul>
Offered or Self Scheduled MW Demand Reduction	<p>The Offered or Self Scheduled MW Demand Reduction for the Market Participation is Decimal and is Required. If left blank and Offered or Self Scheduled MWh Energy Reduction is entered, and will automatically be calculated during import process.</p>
Scheduled MW Demand Reduction	<p>The Scheduled MW Demand Reduction for the Market Participation is Decimal and is dependent on</p> <ul style="list-style-type: none"> <li>i. Scheduled / Cleared Hours</li> <li>ii. Scheduled MWh Energy Reduction</li> <li>iii. Estimated Realized MWh Energy Reduction</li> <li>iv. Estimated Realized MW Demand Reduction</li> </ul> <p>If left blank and Scheduled MWh Energy Reduction is entered, and will automatically be calculated during import process</p>
Estimated Realized MW Demand Reduction	<p>The Estimated Realized MW Demand Reduction for the Market Participation is Decimal is dependent on</p> <ul style="list-style-type: none"> <li>i. Scheduled / Cleared Hours</li> <li>ii. Scheduled MWh Energy Reduction</li> <li>iii. Estimated Realized MWh Energy Reduction</li> <li>iv. Estimated Realized MW Demand Reduction</li> </ul>

## Ancillary Services

The Ancillary Services Field Names and Field Descriptions are given below:

Field Name	Field Description
Registered Month	The Month of the Registered Program must be within the Reporting Period and must be formatted like <ol style="list-style-type: none"> <li>i. MM/01/YYYY</li> <li>ii. Mon YYYY</li> <li>iii. Month YYYY</li> <li>iv. M/1/YYYY</li> </ol>
Program Name	The Program of the Registered Program must match the name of the Program exactly and the Program start and end date have to include the Registered Month
Program Zone	The Zone of the Registered Program must match the name of the Zone exactly and Zone must be active for the Reporting Period
Total Hours Service Was Procured	The Total Hours Service Was Procured for the Ancillary Service is Required must be Numeric and cannot exceed the hours in the Registered Month
Total Hours Of DR Participation	The Total Hours Of DR Participation for the Ancillary Service is Required, must be Numeric and Cannot exceed Total Hours Service Was Procured
Cumulative Awarded or Self Scheduled DR Capacity MW	The Cumulative Awarded or Self Scheduled DR Capacity MW for the Ancillary Service is required must be decimal And should be greater than or equal to Registered Capacity MW and should be less than or equal to Registered Capacity MW * Total Hours Service was Procured
Average Hourly Committed DR Capacity MW	The Average Hourly Committed DR Capacity MW for the Ancillary Service is Optional must be Decimal and must equal Cumulative Awarded or Self Scheduled DR Capacity MW / Total Hours Of DR Participation and will Automatically be calculated during import process