

Emergency Response Service

Preliminary Baseline Review

**Version 18.1**

# Overview and Submission Instructions

Qualified Scheduling Entities (QSEs) providing Emergency Resource Service (ERS) may submit data for prospective ERS Resources at any time prior to the published ERS Resource ID (ERID) start date for purposes of obtaining preliminary and unofficial baseline assignment information. The primary intent of this process, which is offered as a service by ERCOT Staff, is to enable QSEs to learn their prospective ERS Resources’ probable baseline assignments earlier in the process and, if desired, to reconfigure aggregated ERS Resources to achieve a default baseline assignment[[1]](#footnote-1).

QSEs must submit their ESI ID data in the exact file format described in this document. ERCOT Staff will perform a technical analysis of the Load data and will communicate the unofficial baseline assignments to the QSEs. QSEs may then re-submit the ESI ID data in reconfigured aggregations to achieve a desired baseline assignment. ERCOT Staff will strive to provide return communication to the QSEs as promptly as possible but does not guarantee a response by any certain date. QSEs are encouraged to submit requests as far in advance as possible prior to an ERS procurement schedule.

The preliminary review process is not a substitute for the ERID process, and information on all prospective ERS Resources must be submitted as part of the ERID process even if they have previously been submitted to ERCOT for preliminary baseline review.

# File Format for Requesting ERS Baseline Review

Preliminary baseline must be submitted on the most recently posted version of the ERS Submission Form.

* Submittal Type on the ID page of the ERS Submission Form should be Preliminary Review.

ESI IDs may be submitted for review as individual or aggregated ERS Resources. ESI IDs may be submitted for review as part of more than one aggregation. If an ESI ID is to be reviewed for multiple ERS Resources, separate tabs must be filled out on the spreadsheet for each ERS Resource.

If the QSE wants the baseline review for specific Sites within an ERS Resource to be based on interval data not currently loaded into ERCOT’s Settlement System, the QSE must submit the data in an approved format. Descriptions and examples of acceptable formats can be found at the ERS web page.

# File Format for Specifying Days Excluded

For each ESIID, the QSE should provide a list of hours that the prospective ERS Resource was unavailable, or for which the meter data may not provide an accurate indication of its true Load shape due to factors such as scheduled maintenance, backup generation testing, or Force Majeure events. For Load Resources, this list should include hours that it was deployed via ERCOT Dispatch Instruction or Under Frequency Relay trip in the previous 12 months. ERCOT will exclude these hours in its baseline analysis. The list must be submitted in CSV format and must contain the fields listed below in the order shown. Each record in the file applies to only one ESI ID; all fields in each record must be filled in with appropriate values. An optional field must be filled in with a blank if the field is not applicable to the ESI ID.

1. ESIID (mandatory)

The ESI ID applicable to the premise and used for identification purposes in ERCOT systems, or an identifying number assigned by the requestor. If an ESI ID associated with the ERS Resource exists in ERCOT systems, but sub-metering data is being provided for review, provide the ESI ID used in ERCOT systems.

1. BEGIN\_DATE (mandatory)

The date to be excluded or, if a range of consecutive days is to be excluded, the first day of the range. Enter the date using the following format. MM/DD/YYYY

# END\_DATE (optional)

If a range of consecutive days is to be excluded, the last day of the range. Enter the date using the following format. MM/DD/YYYY.

Otherwise code a blank in the field

1. For information on how ERCOT determines the baseline assignments for ERS Loads, please reference the *Baselines* section of the ERS Technical Requirements and Scope of Work, and Section 3.14.3 of the ERCOT Nodal Protocols. ERS Loads assigned to a default baseline type may choose the alternate baseline if desired, but not vice versa. [↑](#footnote-ref-1)