

Instructions for a Resource Entity Submitting a Declaration of Weather Preparedness for a New Resource Seeking Approval for Part 3 of the ERCOT Commissioning Process

The PUCT Weather Emergency Preparedness rule defines the **summer season** as June-September and the **winter season** as December-February.

A Resource Entity (RE) seeking part 3 commissioning approval for a new resource* during the summer or winter season “must submit the appropriate declaration of preparedness prior to the resource commissioning date established in the ERCOT interconnection process for resources” (refer to [16 TAC §25.55\(c\)\(3\)\(C\)](#)).

If the anticipated resource commissioning date (RCD) occurs during the summer or winter season, an RE must submit a declaration of preparedness using the following process:

- 1) Submit a weatherization support request (wSUP) in the ERCOT Weatherization & Inspection Market Participant Portal (portal) to notify weatherization staff that you wish to submit a Declaration of Weather Preparedness (DoWP) to fulfill requirements of part 3 of the ERCOT commissioning process. Please include the Interconnection Request (INR) number in the wSUP.
- 2) In the ‘Submissions & Requests’ section of the portal, navigate to the ‘Categories’ option and select the relevant DoWP - summer or winter.
- 3) Enter the ‘Appendix A’ section to complete the Appendix A portal form. To declare that a resource meets weatherization requirements, the field, 'If a resource is not covered by this declaration,' should be left blank. By leaving this field blank, you confirm that the resource is covered under the declaration and meets weatherization requirements.
 - a. Please note that Appendix A may be revised and submitted as many times as needed until the declaration is officially submitted within the Notarized Attestation section.
- 4) Enter the ‘Notarized Attestation’ section and follow the step-by-step instructions (1-4) found there.
 - a. Use the ‘Upload’ option on the bottom left-hand side of the screen to upload the completed Notarized Attestation document.
 - b. Attach optional supplemental documents using the paperclip icon on the bottom right-hand side of the screen within the ‘Notarized Attestation’ section.
 - c. Submit the complete DoWP. The Appendix A will be officially submitted at this time.
- 5) You may confirm that the new DoWP is submitted by navigating to ‘My Lists’ in the portal header. The new DoWP status will be listed as “Closed.”
- 6) Using the previous wSUP, notify the W&I Team that the DoWP is submitted.

Instructions for opening a WSUP and submitting a DoWP are in the [Weatherization & Inspection Market Participant Portal User Guide](#) under the 'Weatherization & Inspection Market Participant Portal Training' section of the [Summer Weather Readiness](#) and [Winter Weather Readiness](#) webpages on [ercot.com](#).

ERCOT Weatherization and Inspection personnel will interact with the submitting RE personnel until the documents are satisfactorily completed.

Once completed, ERCOT Weatherization and Inspection personnel will inform the ERCOT Resource Integration team that the weatherization portion of the Part 3 commissioning checklist is complete.

*Mothballed, outaged, or decommissioned resources being returned to service during either the summer or winter season must follow the same process to submit an appropriate declaration of preparedness but do not need to include the INR number in step 1 as no new interconnection is required for existing resources.