Instructions for Quarterly Residential Demand Response Data Submission by Retail Electric Providers

Per the requirements in 16 Texas Administrative Code (TAC) §25.186, Goal for Average Total Residential Load Reduction:

\* \* \*

(d) Average total residential load reduction goal.

(1) No later than 45 days following the end of each calendar quarter, a REP providing a responsive device program within the ERCOT region must submit to ERCOT, on a form prescribed by ERCOT, the following information for each calendar month in the quarter:

(A) the electric service identifier (ESI ID) for each residential customer with smart appliances or devices enrolled in each responsive device program offered by the REP; and

(B) the date of each demand response event, including each demand response event start time and stop time and the ESI IDs deployed for each event.

\* \* \*

To achieve this requirement, ERCOT requests REPs with residential customers take the following actions after the close of each calendar quarter and follow the forms and formats indicated in [NPRR1291](https://www.ercot.com/mktrules/issues/NPRR1291):

1. ERCOT will send an initial email to the Authorized Representative and Back-up Authorized Representative for each REP which registered residential ESI IDs for one or more days during the previous calendar quarter. The email will list affiliated REPs (those with same AR/BAR contacts and DUNS) that also had registered Residential ESI IDs during the most recently completed calendar quarter.
2. The REP Primary Contact must respond to the ERCOT email via DRSURVEY@ercot.com to inform ERCOT:
	1. Which REPs from the initial email had Residential ESI IDs participating in a PUCT Rule defined responsive device program for one or more days during the most recent calendar quarter.
	2. Specify email addresses that need to be allowed read/write privileges for secure file sharing. (If there are no updates to the email addresses that were used in the previous quarter, please confirm the previous list of email addresses.)
		1. ERCOT will register the email addresses and send a file of ESI IDs to the REP via ERCOT-designated secure sharing to assist with data collection and validation. The file will contain Residential ESI IDs owned by the REP during the most recent calendar quarter together with the start and stop dates of those periods of ownership.
3. REPs compile the RDP Participant data file and the RDP Event data file.
	1. Files should follow the naming and formatting conventions indicated in [NPRR1291](https://www.ercot.com/mktrules/issues/NPRR1291).
	2. Participant and Event data shall not include ESIIDs enrolled in Emergency Response Service (ERS) or in a TDSP Load Management program.
4. REPs send files to ERCOT via ERCOT-designated secure file sharing method (setup previously in Step 2).
	1. If a REP has no residential ESI IDs participating in a PUCT Rule-defined responsive device program, an email should be sent to DRSURVEY@ercot.com with a statement attesting to the absence of such programs.
	2. If a REP has ESI IDs participating in a PUCT Rule-defined responsive device program, but there were no deployment events in the quarter, the REP shall send an email to DRSURVEY@ercot.com attesting to this fact.
5. ERCOT will respond to the file submission within 3 business days of receipt with validation results and corresponding validation files.
6. REP receives validation files, corrects errors, and resubmits (as needed).
7. The deadline for validated submissions is 45 days after the end of each calendar quarter. ERCOT will send a final late notice to non-responders 46 days after the close of each calendar quarter.