Instructions for Quarterly Residential Demand Response Data Submission by Transmission and Distribution Service Providers

Per the requirements in 16 Texas Administrative Code (TAC) §25.186, Goal for Average Total Residential Load Reduction ERCOT is required to file a report with the Public Utility Commission of Texas summarizing data submitted REP pertaining to their smart appliances and devices programs.

Specifically, the Rule has the following requirement:

(c) Responsive Device Program. A REP may offer a responsive device program that offers an incentive to residential customers with smart responsive appliances or devices to reduce electricity consumption.

…

(2) A responsive device program must:

…

(D) not allow participation of a residential customer that is enrolled in an emergency program such as the Emergency Response Service under §25.507 of this title, relating to Electric Reliability Council of Texas (ERCOT) Emergency Response Service (ERS), or a TDU load management program under §§25.181-183 of this title.

\* \* \*

To meet this requirement, ERCOT requests TDSPs with competitive choice retail customers (non-NOIEs) to take the following actions after the close of each calendar quarter:

1. ERCOT will send an initial email to the Authorized Representative and Back-up Authorized Representative for each TDSP.
   1. The email will ask whether the TDSP had a Residential Load Management Program operating during the reporting calendar quarter. Note: a response is required from each TDSP, even if they did operate such a program.
   2. If the TDSP did operate a Residential Load Management Program during the calendar quarter, the TDSP Primary Contact must respond to the ERCOT email via [DRSURVEY@ercot.com](mailto:DRSURVEY@ercot.com) to specify email addresses that need to be allowed read/write privileges for ERCOT-designated 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.) ERCOT will register the email addresses and send a sample file to the TDSP via ERCOT-designated secure sharing to verify file sharing functionality.
2. TDSPs compile the TDLM Participant data file.
   1. Files should follow the naming and formatting conventions indicated in [Appendix A](#Appendix_A) below.
   2. In the text of the message accompanying the participant file the TDSP should indicate the time periods during which the included ESI IDs were expected to be available for deployment by the Load Management Program.
3. TDSPs send files to ERCOT via ERCOT-designated secure file sharing method (setup previously in Step 1).
4. ERCOT will respond to the file submission within 3 business days of receipt with validation results and corresponding validation files.
5. TDSP receives validation files, corrects errors, and resubmits (as needed).
6. 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.

Appendix A: Data Submission, File Naming and Formatting Details

1. **TDSP DATA SUBMISSION OVERVIEW**

**A. TDSP Participant File Submission to ERCOT**

A TDSP operating in the Competitive Region of ERCOT that has Residential customers participating in a Standard Offer Load Management program authorized by the Public Utility Commission of Texas under, P.U.C. Subst. R. § 25.181-183, shall compile a Comma Separated Value (.csv) file containing the ESI IDs of all participants during all or any part of each quarter. The files must follow the format described in the ‘Data Exchange Instructions’ section which follows. The TDSP shall submit the files to ERCOT via the ERCOT designated secure file sharing application as described in the ‘Data Exchange Instructions’ section below. The due date for each TDSP to have made a submission fully validated by ERCOT shall be 45 days after the end of each calendar quarter.

**B. ERCOT TDSP Participant File Validations and Response Files to TDSP**

ERCOT will validate the TDSP participant .csv files and send response files back to the TDSP in three Business Days or less, with the results of the validation as described in the ‘Data Exchange Instructions’ section below. The response files will be sent back to the TDSP via the same ERCOT designated secure file sharing application.

TDSPs shall investigate any errors reported by ERCOT, make necessary corrections and resubmit the complete file with corrections to ERCOT. TDSPs and ERCOT must continue this process until at least 95% of the ESI IDs submitted by the TDSP have no errors. ERCOT will notify the Authorized Representative for each TDSP when they have achieved the required level of accuracy.

**2. DATA EXCHANGE INSTRUCTIONS**

**A. File Exchange Method**

TDSPs must use the ERCOT-designated secure file sharing method. Entities must notify ERCOT via [DRSURVEY@ercot.com](mailto:DRSURVEY@ercot.com) of email addresses to be included for data exchange prior to each reporting deadline. To establish this sharing capability ERCOT will send a sample file to the email addresses provided by each entity. The recipients will receive an automated email with a link to register to use the application and to have access to download the file. Recipients will then be able to securely send files to ERCOT and receive files from ERCOT.

**B. File Naming Convention**

The file naming convention for all file exchanges under the section are the same except for the ‘Report Name’ field, which is specific to the sender of the file and the purpose of sending the file. Files are required to follow the naming convention shown below:

| DUNs | Report Name | Date/Time | Counter

0000000000000RDPParticipant20251023113001999.csv

|  |  |  |
| --- | --- | --- |
| **Data Element** | **Comments** | **Format** |
| DUNS | Submitter DUNS Number | Numeric (9 or 13) |
| Report Name | Report name corresponding to the purpose of the file | Alphanumeric – length varies |
| Date/Time | File transmission date/time stamp | Datetime format =  ccyymmddhhmmss |
| counter | Counter (optional - may be used by submitter for internal tracking) and included by ERCOT in the names of files sent back to the submitter | Numeric (3) |
| .csv | Value of .csv mandatory in file name |  |

|  |  |
| --- | --- |
| **Report Names** | **Description** |
| TDLMParticipant | TDSP Participant file – TDSP-to-ERCOT |
| TDLMParticipantERCOTResponse | First-level validation file – ERCOT-to-TDSP |
| TDLMParticipantERCOTValidation | Second-level validation file – ERCOT-to-TDSP |

**C.** **Files Sent from TDSPs to ERCOT**

* + 1. **TDLMParticipant**: TDSPs in the competitive region of ERCOT should use files with this report name to send information to ERCOT regarding ESI ID participation in its PUCT authorized load management programs. TDSPs are required to follow the file format and content specifications shown in the table below. Note: data elements should be separated with pipes (‘|’) as the delimiter.

**ERCOT Designated Secure File Share TDLMParticipant File Specifications**

|  |  |  |
| --- | --- | --- |
| **Data Element** | **Comments** | **Format** |
| ESI ID Number | The ESI ID is the basic identifier assigned to each Service Delivery Point (SDP). | Alpha numeric (36) |
| Start Date | Enter the later of the first date of the calendar quarter or the date the ESI ID started participation in the TDSP Load Management program. | Numeric (8) yyyymmdd |
| Stop Date | Enter the earlier of the last date of the calendar quarter or the date the ESI ID stopped participation in the TDSP Load Management program. | Numeric (8) yyyymmdd |

**Example ERCOT Designated Secure File Share TLMParticipant file**

1001001001001|20250101|20250331

1001001001023|20250101|20250331

1001001001045|20250101|20250228

1001001001045|20250315|20250331

**D. Files Sent from ERCOT to TDSPs**

1. **TDLMParticipantERCOTResponse<counter> File:**

This file is the initial response from ERCOT back to a TDSP upon receipt of a ‘TDLMParticipant’ file from that REP. The file contains information as to the status of the data submitted including any file format or mandatory data element errors. If the submitted file name has a counter appended by the TDSP, the response file will use the same counter. The file formats and field descriptions are as described below.

a. **Header Record** – One must be present and must be the first record in the file.

| **Data Element** | **Mandatory / Optional** | **Comments** | **Format** |
| --- | --- | --- | --- |
| Record Type | Mandatory | Hard Code “HDR” | Alpha numeric  (3) |
| Report Name | Mandatory | Hard Code “TDLMParticipantERCOTResponse” | Alpha numeric (27) |
| Original Report ID | Optional | Report ID as sent in the  RDPParticipant file. | Alpha numeric |
| REP DUNS Number | Mandatory | TDSP DUNS Number receiving this response report information based on the original file submission. | Numeric  (9 or 13) |

b. **ER1 Record** – Used to designate a record with an invalid value or format, with a reference to the record number in the submitted file that contained the error.

| **Data Element** | **Mandatory / Optional** | **Comments** | **Format** |
| --- | --- | --- | --- |
| Record Type | Mandatory | Hard Code “ER1” | Alpha numeric (3) |
| Record Number | Mandatory | The unique sequential record number starting with “1” | Numeric (8) |
| ESI ID Number | Mandatory | The ESI ID is the basic identifier assigned to each SDP. | Alpha numeric (36) |
| Original Record Type | Mandatory | The type of record in error. Valid values are DET, HDR, and SUM. | Alpha numeric (3) |
| Original Record Number | Conditional | Original DET Record Number sent from TDLMParticipant file that is in error. Required if Original Record Type is DET. | Numeric (8) |
| Field Name | Mandatory | Field name in record that is in error. | Alpha numeric (80) |
| Error Description | Mandatory | Description of error. | Alpha numeric (80) |

c. **ER2 Record** – Used to designate a record with a missing mandatory field, with a reference to the record number in the submitted file that contained the error.

| **Data Element** | **Mandatory / Optional** | **Comments** | **Format** |
| --- | --- | --- | --- |
| Record Type | Mandatory | Hard Code “ER2” | Alpha numeric (3) |
| Record Number | Mandatory | The unique sequential record number starting with “1” | Numeric (8) |
| ESI ID Number | Mandatory | The ESI ID is the basic identifier assigned to each SDP. | Alpha numeric (36) |
| Original Record Type | Mandatory | The type of record in error. Valid values are DET, HDR, and SUM. | Alpha numeric (3) |
| Original Record Number | Conditional | Original DET Record Number sent from TDLMParticipant file that is in error.  Required if Original Record Type is DET. | Numeric (8) |
| Field Name | Mandatory | Field name of record that is in error. | Alpha numeric (80) |
| Error Description | Mandatory | Description of error. | Alpha numeric (80) |

d. **Sum Record** – Provides the sum of all records received in the original file, the number of records processed, and the number of DET records in error.

| **Data Element** | **Mandatory / Optional** | **Comments** | **Format** |
| --- | --- | --- | --- |
| Record Type | Mandatory | Hard code “SUM” | Alpha numeric (3) |
| Total Number of DET Records | Mandatory | Total number of DET records in the original TDLMParticipant file. | Numeric (8) |
| Total Number of processed DET Records | Mandatory | Total number of DET records processed without error from the TDLMParticipant ile. | Numeric (8) |
| Total Number of Error Records | Conditional | Total number of DET records in error. | Numeric (8) |

e. **Example TDLMParticipaionERCOTResponse File:**

HDR|TDLMParticipantERCOTResponse|200608300001||123456789

ER2|1|1001001001001|DET|1|StartDate|InvalidValue

SUM|5|4|1|

1. **TDLMParticipantERCOTValidation<counter> File:**

This file is an additional response from ERCOT back to a TDSP upon receipt of a ‘TDLMParticipant file for which the TDLMParticipantERCOTResponse file reported no errors. The file contains information as to the status of any business validation errors. If the submitted file name had a counter appended by the REP, the validation file will use the same counter. The file formats and field descriptions are as described below.

a. **Header Record** – One must be present and must be the first record in the file.

| **Data Element** | **Mandatory / Optional** | **Comments** | **Format** |
| --- | --- | --- | --- |
| Record Type | Mandatory | Hard Code “HDR” | Alpha numeric (3) |
| Report Name | Mandatory | Hard Code “TDLMParticipantERCOTValidation” | Alpha numeric (30) |
| Original Report ID | Optional | Report ID as sent in the  TDLMParticipant file. | Alpha numeric |
| TDSP DUNS Number | Mandatory | TDSP DUNS Number receiving this response report information based on the original file submission. | Numeric (9 or 13) |

b. **ER3 Record** – Used to designate a record that failed data validation with a reference to the original record in error.

| **Data Element** | **Mandatory / Optional** | **Comments** | **Format** |
| --- | --- | --- | --- |
| Record Type | Mandatory | Hard Code “ER3” | Alpha numeric (3) |
| Record Number | Mandatory | The unique sequential record number starting with “1” | Numeric (8) |
| ESI ID Number | Mandatory | The ESI ID is the basic identifier assigned to each SDP. | Alpha numeric (36) |
| Original Record Type | Mandatory | The type of record in error. Valid values are DET, HDR, and SUM. | Alpha numeric (3) |
| Original Record Number | Conditional | Original DET Record Number sent from TDLMParticipant file that is in error.  Required if Original Record Type is DET. | Numeric (8) |
| Field Name | Mandatory | Field name of record that is in error. | Alpha numeric (80) |
| Error Description | Mandatory | Description of error. | Alpha numeric (80) |

c. **Sum Record** – Used to provide the sum of all records received in the original file, the number of records processed, and the number of DET records in error.

| **Data Element** | **Mandatory / Optional** | **Comments** | **Format** |
| --- | --- | --- | --- |
| Record Type | Mandatory | Hard code “SUM” | Alpha numeric (3) |
| Total Number of DET Records | Mandatory | Total number of DET records in the original TDLMParticipant file. | Numeric (8) |
| Total Number of processed DET Records | Mandatory | Total number of DET records processed without error from the RDPParticipant file. | Numeric (8) |
| Total Number of Error Records | Conditional | Total number of DET records in error. | Numeric (8) |

d. **Error Descriptions (ERCOT to TDSP -- the ER3 Record) and Common Fixes**

|  |  |  |
| --- | --- | --- |
| **Error Description** | **Long Description** | **Common Fixes** |
| Invalid-ESI ID | ESI ID is not in ERCOT settlement system or as of Snapshot Date has an Inactive or De-energized Status | Check that all significant digits of ESI ID were entered and none inadvertently set to zero with copying/pasting processes.  Check that ESI ID is a valid ESI ID and is currently active. |
| Invalid-Dates | No days in the date range provided are in the reporting calendar quarter. | Check start and stop dates of program participation.  Correct the start and/or stop dates of the program for the ESI ID. |
| Start-Date-After-Stop-Date | Start date for ESI ID is after the specified Stop date | Check start and stop dates of program participation.  Correct the start and/or stop dates of the program for the ESI ID. |
| Date-Overlap | Two or more rows for the same ESI ID with overlapping periods of participation. | Check start and stop dates of program participation.  Correct the start and/or stop dates of the program for the ESI ID. |
| Invalid-LP | Profile Type for ESI ID is not ‘RES’ during some or all days of participation | Check ESI ID Profile Type, must be ‘RES’ for all days from the Start Date to the Stop Date. |
| Duplicate-Row | Input record is identical to a previous record except for sequence number | Remove duplicate row. |

e. **Example 1 – TDSP Participation file to ERCOT with no errors**

ERCOT Response File - From ERCOT to TDSP

HDR|TDLMParticipationERCOTResponse|200608300001||123456789

SUM|4|0|

ERCOT Validation File - From ERCOT to TDSP

HDR|TDLMParticipationERCOTValidation|200608300001||123456789

SUM|4|0|

**Example 2 – TDSP Participation file to ERCOT with format error and a duplicate row**

File 1 - From TDSP to ERCOT

HDR|TDLMParticipation|200608300001||123456789

DET|1|123456789|1001001001001|2025-01-01|20250331

DET|2|123456789|1001001001023|20250101|20250331

DET|3|123456789|1001001001045|20250101|20250228

DET|4|123456789|1001001001045|20250101|20250228

SUM|4|

File 2 - From ERCOT to TDSP

HDR|TDLMParticipationERCOTResponse|200608300001||123456789

ER2|1|1001001001001|DET|1|StartDate|InvalidValue

SUM|5|4|1|

File 3 - From ERCOT to TDSP

HDR|TDLMParticipationERCOTValidation|200608300001||123456789

ER3|1|1001001001001|DET|4||Duplicate-Row

SUM|4|3|1|