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.

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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 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 [NPRR1291](https://www.ercot.com/mktrules/issues/NPRR1291).
	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.