



**WECC**

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**Interface Control Document–Qualified Reporting Entities**

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## Interface Control Document–Qualified Reporting Entities

<b>1</b>	<b>Overview .....</b>	<b>3</b>
<b>2</b>	<b>Qualified Reporting Entity Candidates.....</b>	<b>3</b>
<b>3</b>	<b>Functional Guidelines and Requirements.....</b>	<b>3</b>
<b>4</b>	<b>Generating Unit Classifications.....</b>	<b>4</b>
4.1	Reporting Requirements.....	5
<b>5</b>	<b>Generation Data Upload File.....</b>	<b>6</b>
5.1	Generation Data Upload File Fields.....	6
<b>6</b>	<b>Generation Data Uploading.....</b>	<b>7</b>
<b>7</b>	<b>Data Validity Check .....</b>	<b>7</b>
7.1	Engineering Feasibility Assessment .....	10

### List of Tables

Table 1 – Generating Unit Classifications.....	4
Table 2 – Reporting Requirements .....	5
Table 3 – Generation Data Upload File.....	6
Table 4 – Generation Data Extract Fields.....	6
Table 5 – System Responses to Reloading Output Files.....	7
Table 6 – WREGIS Validations before Generation Data is Posted.....	8



## 1 Overview

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This Interface Control Document (ICD) contains the Qualified Reporting Entity (QRE) protocol for generation data collection, verification, and upload. It discusses the following items:

- Functional guidelines and requirements
- Generator classification
- Report requirements
- Upload file format

## 2 Qualified Reporting Entity Candidates

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QREs may include but are not limited to the following types of entities:

- Balancing Authorities (preferred)
- Non-Balancing Authorities
  - Load-Serving Entities
  - Meter Readers
  - Independent Third Parties

## 3 Functional Guidelines and Requirements

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QREs will need to meet all of the following guidelines to be approved and remain in an approved status as a reporting entity in WREGIS:

1. Emulate FERC functional separation by demonstrating and maintaining complete separation of the reporting and the Account Holder / marketing responsibilities. This means that there can be no interaction between the QRE and the Account Holder except with regard to reporting logistics. This also means that WREGIS users will not be permitted to have a login for both types of accounts.
2. Report data only for registered and approved generating units.
3. Collect and report total mega-watt-hours of generation data measured at the point of interconnection to the transmission or distribution company's system according to the "Generation Data Reporting" and "Revenue Metering Standards" guidelines, which can be found in Sections 9.2 and 9.3 of the WREGIS Operating Rules.
  - a. Report only primary, revenue quality meter data that meets the ANSI-C12 standard equivalent (+ 2 percent accuracy).
  - b. Collect or adjust data for the high side of the transformer at the point of interconnection.
  - c. Deduct station service from the gross generation.
4. Coordinate reporting logistics with the Account Holder.



## Interface Control Document–Qualified Reporting Entities

5. Adhere to and provide the WREGIS Administrator with regular internal and external auditing, validation, and verification procedures/reports to ensure data reliability. Examples include but are not limited to:
  - a. Parallel meters
  - b. Internal meter data validation
  - c. Regular meter calibration (based on the size of the generating unit)
  - d. Meter calibration tools that are calibrated against national standards
  - e. Meter data system’s integrity validation that includes an analyst validation check and historical comparison
  - f. Internal audit process
  - g. Third-party consulting on energy procurement activities
  - h. Balancing Authority’s annual audit results

### 4 Generating Unit Classifications

Generating Unit Classifications will determine the reporting entity requirements (self-reporting or third-party), reporting frequency, and means by which generation data is reported in the system. Generator classifications are determined as follows:

**Table 1 – Generating Unit Classifications**

Classification (Class)	Nameplate Requirement	Reports to a Balancing Authority	Can Exceed 30 MWh per Year	Generation Type
A	Any	Yes	N/A	Any
B	> 125 kW	No	N/A	Wholesale Generation
C	<= 125 kW	No	N/A	Wholesale Generation
D	<= 125 kW	No	N/A	Wholesale Generation
E	> 125 kW	No	N/A	Wholesale Also Serving On-Site Load
F	<= 125 kW	No	N/A	Wholesale Also Serving On-Site Load
G	<= 125 kW	No	N/A	Wholesale Also Serving On-Site Load



## Interface Control Document–Qualified Reporting Entities

Classification (Class)	Nameplate Requirement	Reports to a Balancing Authority	Can Exceed 30 MWh per Year	Generation Type
H	> 360 kW	No	N/A	Customer-Sited Distributed Generation
I	<= 360 kW	No	Yes	Customer-Sited Distributed Generation
J	<= 360 kW	No	No	Customer-Sited Distributed Generation

### 4.1 Reporting Requirements

Reporting requirements are summarized in the following table.

**Table 2 – Reporting Requirements**

Classification (Class)	Reporting Frequency	Max Duration (Months)	Reporting Method	Allowable Reporting Entity
A	Monthly	1	File Upload	QRE
B	Monthly	1	File Upload	QRE
C	Monthly	1	File Upload	QRE
D	Quarterly	3	File Upload	QRE
E	Monthly	1	File Upload	QRE
F	Monthly	1	File Upload	QRE
G	Quarterly	3	File Upload	QRE
H	Monthly	1	File Upload	QRE
I	Monthly	1	File Upload or WREGIS Interface	QRE or Self-Reporting Account Holder
J	Annually	12	File Upload or WREGIS Interface	QRE or Self-Reporting Account Holder

## 5 Generation Data Upload File

In the event that generation data must be uploaded to WREGIS via file upload, the upload file must meet all of the following specifications:

- • ASCII Text with data fields delimited by commas (Comma-Separated Value (CSV) format)
- • Less than 1 MB
- • Contain only one vintage per file

When the upload file has been formatted correctly, it will appear as follows (if opened in a text editor like Notepad):

```
ReportingEntityUnitID,Vintage,StartDate,FinishDate,TotalMWh
32000,10/2006,10/01/2006,10/31/2006,4125.75
```

Data may be massaged into CSV format using Microsoft Excel in which case the spreadsheet structure must look as follows:

Table 3 – Generation Data Upload File

Reporting Entity Unit ID	Vintage	Begin Date	End Date	Total MWh
32000	10/2006	10/01/2006	10/31/2006	4125.75

### 5.1 Generation Data Upload File Fields

The fields in the upload file are defined in the following table.

Table 4 – Generation Data Extract Fields

Field Name	Data Type	Description
Reporting Entity Unit ID	Varchar(50)	Unique identifier for the unit assigned by its Reporting Entity.
Vintage	Char(7)	Month and year of generation, formatted MM/YYYY for any month in the current Reporting Period. The class of the generating unit determines the reporting frequency. One Vintage per file.
Begin Date	Char(10)	Begin month-day-year of generation output period formatted MM/DD/YYYY.
End Date	Char(10)	End month-day-year of generation output period formatted MM/DD/YYYY.
Total MWh	Float	Total MWhs for the Reporting Vintage.



## 6 Generation Data Uploading

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Only Account Holders of type “Qualified Reporting Entity” or “Self-Reporting Account Holder” have the ability to upload generation data.

To upload a file:

- A. Create a CSV upload file and save to a familiar place on your computer or network
- B. Log in to the WREGIS Account
- C. Go to the “Meter Data Loading” module:
  - a. Select a current period “Month/Year” from the dropdown list
  - b. Click “Browse” to locate the CSV upload file you saved in Step 1
  - c. Click the “Upload” button

A current period upload file can be uploaded as many times as needed within the 75-day reporting window as long as the data has not been accepted by the Account Holder or reviewed by the WREGIS Administrator. System responses that may be anticipated in the event that data needs to be re-uploaded are as follows:

**Table 5 – System Responses to Reloading Output Files**

Data Status	Description
“WREGIS Accepted” or “Account Holder Disputed”	The data file will overwrite any data previously loaded for the unit
“Account Holder Accepted”	WREGIS will reject the data and notify the reporting entity that data for this unit has already been accepted
“WREGIS Administrator Accepted,” “WREGIS Administrator Disputed,” or “WREGIS Admin Adjusted”	WREGIS will reject the data and notify the reporting entity that data for this unit cannot be accepted

## 7 Data Validity Check

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When data is uploaded data the system performs a series of validity checks. These checks are summarized in the following table and include recommended actions for successful resolution.

## Interface Control Document–Qualified Reporting Entities

**Table 6 – WREGIS Validations before Generation Data is Posted**

Validation Type	Description	Positive Flag Result	Recommended Action
Reporting Entity Unit ID Match	The system checks the UNITID field against the reporting entity unit ID provided on the generator registration form to determine if there is a match.	WREGIS rejects the data, sends the reporting entity an error message stating that it is not designated to report on this Generating Unit, and creates an Exception Report for WREGIS Administrator review.	Verify UNITID matches reporting entity unit ID for generating unit, and try uploading again.
Vintage Date Formatting	The Vintage Date must be entered in MM/YYYY format and must match the selected vintage in the Meter Data Loading module.	In both cases, WREGIS rejects the data and sends an error message stating that it found an incorrect vintage in the upload file.	Verify date formatting, that Vintage Date matches date selected in Meter Data Loading module, and try uploading again.
Begin / End Date Formatting	The Begin and End Dates must be entered in MM/DD/YYYY format, be a valid date, and occur during the selected vintage in the Meter Data Loading module.	In the event that the date is not in the correct format and that it is not a valid date, WREGIS rejects the data and displays an error message stating that the begin date is invalid. If the dates do not occur during the selected vintage, WREGIS again rejects the data and displays an error message stating that the reporting data period does not contain the reporting vintage.	Verify the Begin/End Date formatting and vintage, and try uploading again.





## Interface Control Document–Qualified Reporting Entities

Validation Type	Description	Positive Flag Result	Recommended Action
Total MWhs Formatting	The Total MWhs must be entered in decimal format and cannot exceed 99,999,999.	WREGIS rejects the data and displays an error message stating that it found an invalid Total MWh value.	Verify the Total MWh formatting and try uploading again.
Engineering Feasibility Assessment	Feasibility is determined using a formula that includes the amount of generation reported (MWh), the number of hours in the duration (begin/end), the nameplate capacity, and the capacity factor. Additional details may be found in Section 7.1 below and in Section 9.5 of the WREGIS Operating Rules	A soft warning stating that the Total MWh failed the Engineering Feasibility for the Generating Unit. The reporting entity can continue posting the data, but it will remain in a pending state. The WREGIS Administrator and the Account Holder are notified of the failed feasibility estimate. The WREGIS Administrator must review and approve the data before it can become eligible for certificate issuance.	Verify the amount reported is correct and provide meter data to WREGIS Administrator as requested. In most cases, the WREGIS Administrator will be able to approve the generation for certificate issuance without requiring additional information. However, some circumstances may warrant additional investigation in which case the QRE will be asked to provide the meter data as indicated above.
Reporting Period Overlap / Gap Check	The system checks the Begin and End Dates against previously reported dates to determine if there are any gaps or overlaps in the data.	WREGIS rejects the data and sends an error message to the reporting entity stating that the duration reported for this unit has either gaps or overlaps from data posted for a previous reporting period.	Modify the Begin/End Dates to correct the gap or overlap, and try uploading again.



*\*Please NOTE that a good rule-of-thumb with regard to the system-generated error messages is that an ERROR will always reject the data and that a WARNING will allow the data to be posted but requires some additional review by the entity reporting the data to make sure the data is correct.*

When all validations have completed successfully, the data is loaded into the system and an upload event is written to the Generation Activity Log.

### 7.1 Engineering Feasibility Assessment

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As indicated in the table above, WREGIS completes a feasibility assessment using a combination of the generating unit's nameplate capacity and capacity factor and/or maximum annual energy.

The generation threshold is calculated as follows:

$$(\text{nameplate capacity}) * (\text{capacity factor}) * (\text{duration hours}) * (\text{error factor})$$

Duration hours are determined using the Begin and End Date indicated in the upload file. For example, the number of hours in the generating period with a Begin Date of January 1, 2006 and an End Date of January 31, 2006 would be 744.

The error factor permits a threshold buffer in which the generation may still pass the feasibility check even if it exceeds the generation threshold.

If the Total MWhs are less than the generation threshold (successful validation), the data is loaded into the database and immediately becomes available to the Account Holder for review.

If the Total MWhs equal or exceed the generation threshold (failed validation), the system will issue a "soft" warning. The reporting entity may proceed as follows:

- Continue to post the data by clicking the "Continue" button on the "Generation Upload Report" screen.
  - WREGIS will send an automated email to both the WREGIS Administrator and the Account Holder stating that the data loaded for the Generating Unit has failed the Engineering Feasibility validation. This notification will also indicate that the data has a status of "WREGIS Pending" until either corrected by the reporting entity or approved by the WREGIS Administrator. Pending data will not contribute to certificate creation.
- Cancel the data upload by selecting the "Cancel" button on the "Generation Upload Report" screen.

