

PDS Reporting Guide

This guide provides instructions for completing PDS in Align. Contact support@wecc.org with additional questions.

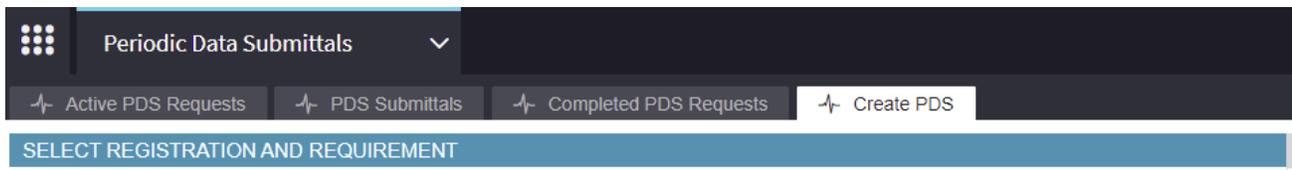
User Access

Respondents must have an ERO Portal account with the Align Submitter role. Entity admins manage permissions and roles within the ERO Portal. See the [Align User Guide](#) for more information.

Initiating a PDS

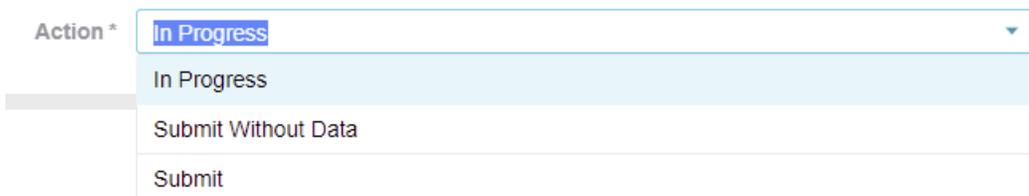
WECC will initiate PDS in accordance with the [submittal schedule](#). Only users with the Align Submitter role when the PDS is posted will be able to respond. WECC encourages entities to determine in advance which eligible user will complete reporting.

Entities can initiate PDS for applicable standards by selecting the Create PDS tab within Align.



Submitting a PDS

- Upload supporting evidence to the SEL prior to submitting a PDS. See the [SEL User Guide](#) for help uploading evidence.
 - Evidence is only required in certain circumstances. Refer to instructions for the PDS for details.
- If you have uploaded evidence, complete the PDS by selecting the “Submit” action.
- If evidence is not required, complete the PDS by selecting the “Submit without Data” action.



The screenshot shows a dropdown menu labeled 'Action *'. The menu is open, showing three options: 'In Progress' (highlighted), 'Submit Without Data', and 'Submit'.

FAC-003 PDS Instructions

1. “As an applicable Transmission Owner or applicable Generation Owner, is FAC-003 applicable to your Facility(ies)?”
 - a. If you own applicable facilities, select (Yes) and proceed to the next question.
 - b. If you do not own applicable facilities, select (No). Complete an attestation on the previous screen with the rationale for inapplicability. WECC will review attestations and follow up as needed.
2. “As an applicable Transmission Owner or applicable Generation Owner, have you identified any Sustained Outages of applicable lines operated within their Rating and all Rated Electrical Operating Conditions for this submittal period?”
 - a. If you had a reportable outage, select (Yes). complete the web form and the linked data submittal form. Upload the completed data submittal form to the SEL.

Transmission Vegetation Management

<p>As an applicable Transmission Owner or applicable Generation Owner, is FAC-003 applicable to your Facility(ies)? Yes <input type="button" value="v"/></p> <p>Please indicate the quantity of type 1A Sustained Outage(s). * <input style="width: 80px;" type="text"/></p> <p>Please indicate the quantity of type 2A Sustained Outage(s). * <input style="width: 80px;" type="text"/></p> <p>Please indicate the quantity of type 3 Sustained Outage(s). * <input style="width: 80px;" type="text"/></p> <p>Please indicate the quantity of type 4A Sustained Outage(s). * <input style="width: 80px;" type="text"/></p> <p><small>Please also complete the following form and submit to the SEL using the reference number shown on this PDS. Data Submittal Form - FAC-003-4</small></p>	<p>As an applicable Transmission Owner or applicable Generation Owner, have you identified any Sustained Outages of applicable lines operated within their Rating and all Rated Electrical Operating Conditions for this submittal period? Yes <input type="button" value="v"/></p> <p>Please indicate the quantity of type 1B Sustained Outage(s). * <input style="width: 80px;" type="text"/></p> <p>Please indicate the quantity of type 2B Sustained Outage(s). * <input style="width: 80px;" type="text"/></p> <p>Please indicate the quantity of type 4B Sustained Outage(s). * <input style="width: 80px;" type="text"/></p>
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- b. If you did not have a reportable outage, select (No).
3. When ready, click Save to complete your response.
4. Upload evidence to the SEL or submit an applicability attestation, if needed.
5. Select the appropriate action (see above) and click Update to finish the PDS.



Scenario—FAC-003 is applicable, no Sustained Outages to report

Question 1—As an applicable Transmission Owner or applicable Generation Owner, is FAC-003 applicable to your Facility(ies)?

- Answer **Yes** from dropdown.

Question 2—As an applicable Transmission Owner or applicable Generation Owner, have you identified any Sustained Outages of applicable lines operated within their Rating and all Rated Electrical Operating Conditions for this submittal period?

- Answer **No** from dropdown.

Click **Save** to finalize response. Click **Save Draft** to save progress and come back and revise these responses prior to submittal.

Select Action **Submit without Data** from dropdown.

Click **Update**.

PDS is now located on **Completed PDS Requests** tab.

Scenario—FAC-003 is applicable, with Sustained Outage(s) to report

Question 1—As an applicable Transmission Owner or applicable Generation Owner, is FAC-003 applicable to your Facility(ies)?

- Answer **Yes** from dropdown.

Question 2—As an applicable Transmission Owner or applicable Generation Owner, have you identified any Sustained Outages of applicable lines operated within their Rating and all Rated Electrical Operating Conditions for this submittal period?

- Answer **Yes** from dropdown.

Question 3—Complete the quantity of Sustained Outages for each listed category (fields cannot be empty)

- Please indicate the quantity of type 1A Sustained Outage(s)
- Please indicate the quantity of type 1B Sustained Outage(s)

Align Release 2 FAC-003 PDS Instructions

- Please indicate the quantity of type 2A Sustained Outage(s)
- Please indicate the quantity of type 2B Sustained Outage(s)
- Please indicate the quantity of type 3 Sustained Outage(s)
- Please indicate the quantity of type 4A Sustained Outage(s)
- Please indicate the quantity of type 4B Sustained Outage(s)

Click the hyperlink to download and complete the following form and submit to the SEL: **Data Submittal Form—FAC-003-4.xlsx**.

Click **Save** to finalize response. Click **Save Draft** to save progress and come back and revise these responses prior to submittal.

Submit completed Data Submittal Form—FAC-003-4 to SEL using reference number located in the **Evidence** section.

Select Action **Submit** from dropdown.

Check the box to indicate **I have uploaded evidence related for this PDS to the SEL**.

Click **Update**.

PDS is now located on **PDS Submittals** tab.

Scenario—FAC-003 is not applicable

Question 1—As an applicable Transmission Owner or applicable Generation Owner, is FAC-003 applicable to your Facility(ies)?

- Answer **No** from dropdown.

Click **Save** to finalize response. Click **Save Draft** to save progress and come back and revise the response prior to submittal.

Complete an Attestation by expanding the **Click here to make an Attestation** section and complete the following steps:

- Click the **plus icon** on the left table next to the correct scope, submitting one attestation for all relevant scopes.
- Add note why the requirement does not apply, including the applicable scopes in the note.
- Click **Update**.

Select Action **Submit without Data** from dropdown.

Click **Update**.

PDS is now located on **Completed PDS Requests** tab.

