

## Purpose


The intent of this document, in conjunction with the WECC Data Preparation Manual and Base Case Compilation Schedule, is to document the procedures and processes of base case creation. This document details to the processes and procedures for submitting data, what data to submit, and how to use the various resources to improve base case data quality.

## Base Case Compilation Schedule

The Base Case Compilation Schedule (BCCS) is a yearly document that includes the calendar for what cases are to be built, a description of each case and when each stage of the case creation is occurring.

The BCCS can be found on the SRS team site on the WECC webpage, under the “Base Case Compilation Schedules” accordion, as shown below.

MEMBERS	▼
GOVERNANCE AND CHARTER	▼
ACTION ITEMS	▼
APPROVED DOCUMENTS	▼
DISCUSSION ITEMS	▼
<b>BASE CASE COMPILATION SCHEDULES</b>	▲

Type	Title	Modified ▼
	2022 Base Case Compilation Schedule ...	2021-06-10


## Data Preparation Manual

The Data Preparation Manual (DPM) describes what and how data should be submitted as part of a base case. The sections of the DPM include general, steady-state, dynamic, and remedial action scheme

data requirements; Area Coordinator, Planning Coordinator and WECC staff responsibilities; late data procedure and base case modifications; and Area, Zone, and Bus number assignments.

The current DPM can be found on the SRS site on the WECC webpage under the “Data Preparation Manual” accordion, as shown below

MEMBERS	▼
GOVERNANCE AND CHARTER	▼
ACTION ITEMS	▼
APPROVED DOCUMENTS	▼
DISCUSSION ITEMS	▼
BASE CASE COMPILATION SCHEDULES	▼
<b>DATA PREPARATION MANUAL</b>	▲

Type	Title	Modified ▼
	2021 Data Preparation Manual ...	2020-11-05

## Data Submittal Procedure

Submitting data to your Area Coordinator should be communicated independently of WECC. Data is securely submitted to WECC by uploading files to the [Workspace site](#). Data is typically submitted twice to WECC for each case; during the pre-run cycle (base case in review) and the comments cycle (approved base case).

## Steady-state And Dynamic Dashboard

The SADD is a spreadsheet used to identify potential data errors in each base case. The SADD is generated for both the pre-run cycle and the comments cycle of each case. The pre-run SADD should be reviewed by the data submitters and errors should be corrected in the comments. If there are remaining errors in the comments SADD, these errors will be tracked throughout the year.

## Associated Materials

---

The associated materials is a summary document that is created for each case, both in the pre-run cycle and the comments cycle. The associated materials contain a list of added or removed projects from the existing system, percentages of compensated lines, a list of phase shifters in the cases, and multiple other area reports to summarize the case.

## Base Case Page

---

Base Cases from the past three years can be found on the [WECC website](#). The cases are posted in three software formats: GE PSLF, PowerWorld Binary, and PTI PSS/E. Other data on this page include the base case naming convention, RAS data sets for each operating case, GMD master file, the Master-tie line file, the Master Dynamics File, and WECC Tools folder (a folder of useful automation files). Any changes to the master GMD, MTF, or MDF should be included with base case submittals.