

MEMO

Date: April 22, 2015
To: WECCOC, WECCBA, WECCTOP, Chief Dispatchers
Subject: **WECC Event Reporting Process**

The WECC Event Analysis and Situational Awareness (EA/SA) staff would like to provide some guidance on the Event Reporting Process when submitting the NERC, DOE or Event Analysis reports to ensure that the WECC EA/SA Staff is included in the timely distribution of such information.

- EOP-004 and OE-417 Reports – NERC and the DOE require these reports to be submitted when defined conditions and thresholds are met for specific types of events. A time table defining when these reports are due is provided in the DOE Emergency Incident and Disturbance Report (OE-417) form and the EOP-004 Standard.

When either of these reports is submitted to NERC or the DOE, a copy of the report should be sent to disturbancereports@wecc.biz.

- NERC Event Analysis Process (EAP) Reports – The EAP states that the entity should submit the report directly and only to WECC when the event is determined to be a reportable event. WECC requests that the report should be in the WORD format rather than a PDF copy.

The report should be sent to disturbancereports@wecc.biz only. WECC staff will work with the entity that submitted the report to agree on the event's applicable category and to review the finalized copy before it is uploaded to NERC's restricted library.

Clarification of Other Reporting Methods

- Electricity Sector Information Sharing and Analysis Center (ES-ISAC), Reliability Coordinator Information System (RCIS) may be used to report events, disturbances, system conditions or situational awareness. Please ensure WECC EA/SA staff is included in the notification and distribution of these messages.

WECC Operations staff is available to answer questions concerning all reports sent to various agencies.

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