



## Area Coordinator Checklist

WECC Staff  
March 2026

### Base Case Data Submission Checklist

Before submitting base case data to WECC, please double check the following items:

1. Confirm base case data submitters for your entity have access to Secure Workspace and the SRS team site.
2. Ensure area-to-area interchanges with neighboring areas match. Use the spreadsheet on the SRS team site to help resolve differences. Include the L&R summary with, at least, the list of interchanges between your area and other areas. Use solution options that account for tie-lines and NOT loads in the area interchange control in your case.
3. Coordinate all tie-line statuses and topology updates with neighboring areas.
4. Verify your case solves with controls on for TCUL transformers, phase shifters, and SVDs. Confirm that the area interchange in your prepared case aligns with the total listed in your L&R spreadsheet and SRS team site spreadsheet. Check that bus voltages in your area are reasonable.
5. Confirm your area swing machine is below its maximum and above its minimum.
6. Confirm your data initializes in dynamics without errors.
7. If submitting dynamic data updates, only include things that should be added, deleted, or updated in your submission. Full MDF or full area submissions will be ignored. Ensure all model updates adhere to MVS approved dynamic model list.
8. For operating cases, confirm that all RAS files load without errors. Provide GMD updates in the SAV case, a \*GMD file, or as text descriptions of needed changes.
9. When preparing comments data, thoroughly **review** the steady-state and dynamics dashboard, power flow data adjustments, and dynamics data adjustments files provided by WECC staff prior to submitting your comments. Include any needed corrections to the WECC staff adjustments in your comments.

### Helpful Links:

- [SRS Team Site Interchange Sheets](#) (must be logged in and have account permissions)
- [2026 Base Case Compilation Schedule](#)
- [2026 Data Preparation Manual](#)
- [Secure Workspace Account Setup Instructions](#)
- [January 2026 MVS Approved Dynamic Models](#)