

Instructions for Submitting Declarations of Weatherization Preparedness for New Resources Completing Step 3 of the ERCOT Commissioning Process

The PUCT Weather Emergency Preparedness rule defines the **summer season** as June – September and the **winter season** as December - February.

Resource Entities (REs) seeking Step 3 commissioning approval for a new resource* during either of these seasons “must submit the appropriate declaration of preparedness prior to the resource commissioning date established in the ERCOT interconnection process for resources” (refer to 16 TAC §25.55(c)(3)(C)).

If the anticipated resource commissioning date (RCD) occurs in either season, the RE must submit the declaration of preparedness using the following process:

- 1) Open a Weatherization Support Request (WSUP) in the ERCOT Weatherization and Inspection Market Participant portal,
- 2) State that you are submitting a declaration for Resource Name with Interconnection Request Number (INR number) on behalf of Resource Entity,
- 3) Attach an appropriately filled out Appendix A for the resource (templates available in the “Templates for Declaration of Summer Weather Preparedness – GE and TSP” folder at [Summer Weather Readiness \(ercot.com\)](#) or in the “Templates for Declaration of Winter Weather Preparedness – GE and TSP” folder at [Winter Weather Readiness \(ercot.com\)](#)).
- 4) Attach a signed, notarized Declaration document. Templates found in the same locations.
- 5) Attach any other materials in support of Appendix A or the declaration including procedures, checklists, etc.
- 6) Press “post” to submit the WSUP to ERCOT.

ERCOT Weatherization and Inspection personnel will interact with the submitting RE personnel until the documents are satisfactorily completed.

Once completed, ERCOT Weatherization and Inspection personnel will inform the ERCOT Resource Integration team that this portion of the Step 3 Commissioning checklist is complete.

Instructions on opening a support case can be found on pages 22- 23 of the **Weatherization & Inspection Market Participant Portal User Guide** found in the “Weatherization & Inspection Market Participant Portal Training” folder found at [Summer Weather Readiness \(ercot.com\)](#).

*mothballed, outaged, or decommissioned resources being returned to service during either the summer or winter season must follow the same process to submit an appropriate declaration of preparedness but do not need to include the INR number in step 2 as no new interconnection is required for existing resources.