



**Submitting Declarations of Weather Preparedness  
for New Resources during Summer or Winter**

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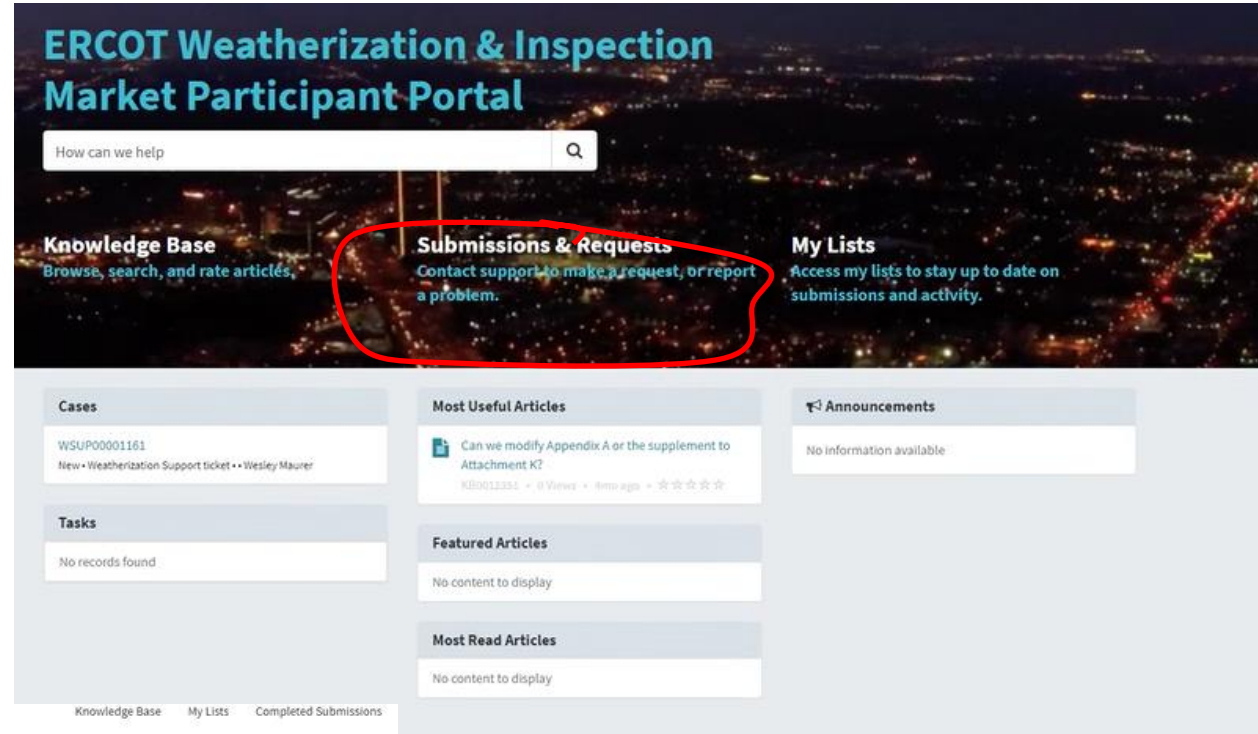
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# Weatherization and the Commissioning Process

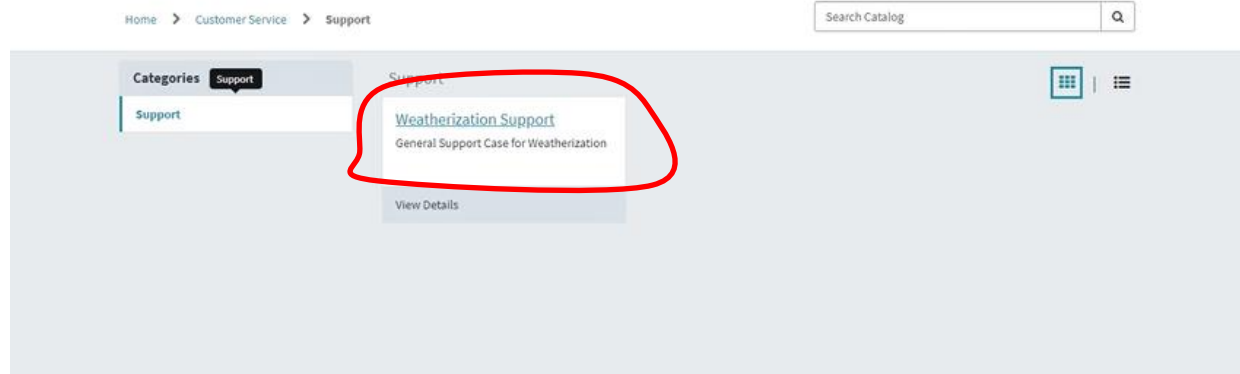
- Resource Entities (REs) seeking Step 3 commissioning approval for a new resource\* during either of the summer or winter seasons “must submit the appropriate declaration of preparedness prior to the resource commissioning date established in the ERCOT interconnection process for resources” (16 TAC §25.55(c)(3)(C)).
- Suggestion – work on weatherization requirements during Step 2.
- If weatherization requirements have been met for the new resource prior to the summer or winter season, an RE can declare the new unit in its Declaration of Weather Preparedness (DoWP) submitted in the Portal for its existing resources during the May 1 – Jun 1 or Nov 1 – Dec 1 windows.
- If the weatherization requirements are completed “during the season” then a DoWP is submitted by opening a Weatherization Support case in the Portal.
- See [Step-3-Commissioning-Process-for-Submitting-Declarations-of-Weatherization-Preparedness-2024-06.pdf \(ercot.com\)](#) for details.
- Also see [Microsoft Word - Market Participant Portal User Guide FINAL \(ercot.com\)](#) for instructions on using the portal.

# Portal Use Basics for “In Season” Submittals

- Log into MIS and click on the Weatherization box to enter the Portal.
- Click on “Submissions and Requests”.

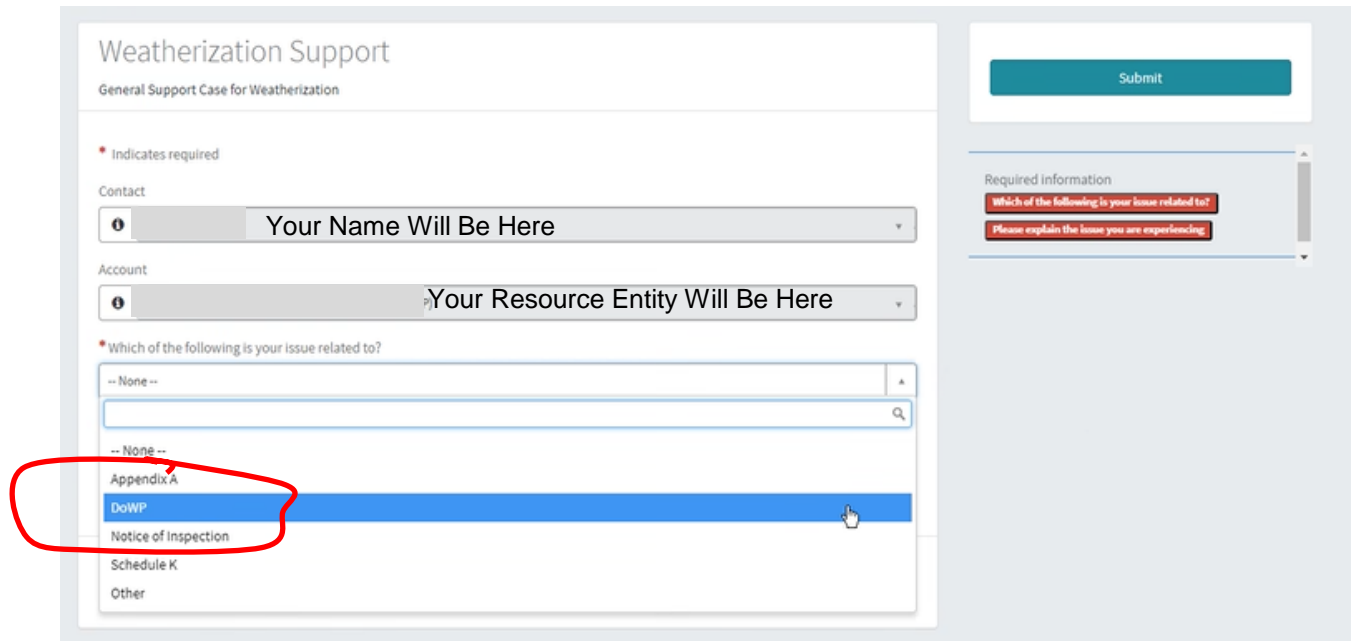


- Then select Weatherization Support.



# Start your Weatherization Support (WSUP) Case

- Your name and resource entity name will be auto-populated in the first two cells of the form.
- In the drop-down menu, select DOWP.



The screenshot displays the 'Weatherization Support' form, titled 'General Support Case for Weatherization'. It includes a 'Submit' button and a 'Required information' section with two red boxes: 'Which of the following is your issue related to?' and 'Please explain the issue you are experiencing'. The form fields are as follows:

- Contact:** A dropdown menu with the text 'Your Name Will Be Here'.
- Account:** A dropdown menu with the text 'Your Resource Entity Will Be Here'.
- Issue Category:** A dropdown menu titled 'Which of the following is your issue related to?'. The options are: '-- None --', 'Appendix A', 'DOWP' (highlighted in blue and circled in red), 'Notice of Inspection', 'Schedule K', and 'Other'.

# Complete your DoWP Weatherization Support (WSUP) Case

- In the “Please explain the issue you are experiencing” box, describe that you are submitting Declaration of Weather Preparedness documents for a new resource soon to be fully commissioned. Please include the INR number.

The screenshot shows a web form titled "Weatherization Support" with the subtitle "General Support Case for Weatherization". On the right side, there is a teal "Submit" button. Below it, a section titled "Required information" contains a red-bordered box with the text "Please explain the issue you are experiencing". The main form area includes a legend: "Indicates required". There are three dropdown menus: "Contact" with the placeholder "Your Name Will Be Here", "Account" with the placeholder "Your Resource Entity Will Be Here", and "Which of the following is your issue related to?" with "DoWP" selected. Below these is a text area with the label "Please explain the issue you are experiencing". At the bottom right of the form, there is a paperclip icon and the text "Add attachments", which is circled in red.

- Use the paperclip icon to add your signed, notarized declaration document, your Appendix A, and any other documents that support your declaration (for new resources primarily fueled by natural gas, an Attachment K should also be attached for summer declarations). The rule requires that the declaration “Summarizes all activities engaged in by the generation entity to complete the requirements” so please attach any plans that support such a summary. Blank templates for the declaration, Appendix A, and Attachment K documents are found in the “Templates for Declaration of Summer/Winter Weather Preparedness – GE and TSP” folders on <https://www.ercot.com/gridinfo/generation/summerready> and <https://www.ercot.com/gridinfo/generation/winterready>.

# Submit your DoWP Weatherization Support (WSUP) Case

- Press the Submit document to send in your WSUP with the DoWP documents.

The image shows a web form for submitting a Weatherization Support (WSUP) case. The form is titled "Weatherization Support" and "General Support Case for Weatherization". It includes several required fields: "Contact" (with a dropdown menu showing "Your Name Will Be Here"), "Account" (with a dropdown menu showing "Your Resource Entity Will Be Here"), and "Which of the following is your issue related to?" (with a dropdown menu showing "DoWP"). There is also a text area for "Please explain the issue you are experiencing". A "Submit" button is located at the top right of the form, circled in red. Below the form, there is a link to "Add attachments".

# Any Further Communication Occurs in the Support Case

The screenshot shows a web interface for a support case. At the top, there is a breadcrumb trail: Home > My Request - WSUP00001162. Below this, the ticket details are displayed: Number WSUP00001162, Created just now, Updated just now, and State New. The main heading is "Weatherization Support ticket". There are two tabs: "Activity" (selected) and "Attachments". Below the tabs is a text input field with the placeholder "Type your message here...", a "Post" button, and a paperclip icon for attachments. A message bubble is shown with the text "Your Name Will Be Here" and a timestamp of "just now". The message is attributed to "WSUP00001162 Created". To the left of the message bubble is a circular profile picture with the initials "WM" and a green "Start" button below it. At the bottom, a teal banner reads "Your request has been submitted". Below the banner is a table with the following data:

Number	WSUP00001162
State	New
Priority	4 - Low
Created	just now
Options	

- ERCOT Weatherization Personnel will review your submittal and ask for any necessary adjustments. All subsequent correspondence will occur within the WSUP. Once the submitted documents are satisfactory, you will be notified, and the Resource Integration team will also be notified.

Questions?

