User Guide for Online Data Reporting

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1. Audience

This guide is to assist data reporters in completing the online reports of the Wind Performance Reporting System (WPRS) program. Data reporters are entities which are either:

- Operators of wind generators installed in California with a combined capacity of 1.0 MW or more
- Entities which purchase wind energy from a project in California with a combined capacity of 1.0 MW or more

These parties are required to report wind energy generation or energy purchase data by the WPRS regulations of the State of California. The regulations are at 20 CCR Sections 1381-1389. For wind plants, they also meet regulations on QFER reporting at 20 CCR Section 1304, except for environmental reporting specified there.

Data reporting was required for each quarter starting January 1, 2014. For operators, there is no distinction between a distributed generator and a central station plant. Rather, the reporting threshold is at the minimum capacity of 1.0 MW.

“User” and “reporter” in this document refer to the project operator or the energy purchaser who is reporting data. The “Person Submitting the Report” on Form CEC-1384 is the primary point of contact for WPRS data with the California Energy Commission; their email address should be the one used for logging in to the system. “Staff” refers to the staff of the Supply Analysis Office of the Energy Commission. “Company” refers to either a private or a public organization that reports data. “He” is used for brevity, but it denotes “he” or “she.” Likewise, “him” refers to either “him” or “her,” and “his” refers to either “his” or “hers.”

Generator data from operators of larger projects (i.e. 10 MW or more) must be monthly data, but it is reported quarterly to the Energy Commission. Smaller projects (i.e. under 10 MW) must report only quarterly data, every quarter. All energy purchasers must report quarterly data every quarter.

Data reported online is collected, stored, and analyzed at the Energy Commission. Access to online reporting is restricted for security to users who are registered. Any wind energy project operator or wind energy purchaser who is required by state regulation to report data may obtain access to the web portal by contacting staff and registering through the online system.

Due dates

Data is due on the 15th day of March, June, September, and December, for the previous calendar quarter. If the due date falls on a weekend or holiday, the data is due on the next business day.

2. Using the online system

Data reports are made by completing online forms and submitting them in the system. Reporting is automated and requires only minimal assistance from Energy Commission staff.

The new online reporting is based on the existing Excel spreadsheet forms that data reporters have been using. It enables reporters to transition to a modern, online system. It is designed to be more efficient for those reporting data and for the Energy Commission. Users will see the existing CEC forms (1384, 1385, and 1386) displayed in online versions that enable easy data entry. The online data that must be reported is the same as with earlier offline reporting, and the data reporters are the same parties.

Wind projects are accessed in the system by project name and CEC ID #. Wind energy purchasers are accessed by company name.

Following this is a detailed explanation of the steps to use the online system. There is also a brief summary in the Quick Start Guide, which is posted on the Support section of the WPRS web site.

Registering

Before entering data, users must register and receive confirmation that their user account is active. A user who is required to report should send an email request to wprshelp@energy.ca.gov

Registering and online reporting requires use of an email account at which you can receive email. Business email accounts should be used rather than personal accounts. If you do not receive an email notification, adjust your email filtering to allow messages from wprshelp@energy.ca.gov

After reviewing the request, staff will generate a notification from the system by email including a registration code (RegCode). The user should access the online system using the address of https://wprs.energy.ca.gov

At this web page, the user should enter the RegCode provided along with his email address (which is his user name) and then create a new password in the system. For security, this password should be different from the one used to log into your email. Use a password that is not easy for others to guess.

Logging in

After the user registers, staff will activate the new account, and the system will send an email confirming the new registration. When you receive that, you can log into your new account. When logging in, you must agree to Internet security procedures used in State of California computer systems. Unauthorized access to or modification of the database is prohibited by State regulations. Each time you return to the website, simply log into the site using the same email and password. If the password is forgotten, there is a button on the home page to reset it. Staff cannot retrieve the password.

More than one employee of the same company may register himself in the WPRS if needed to meet company procedures. If someone else in your company also wishes to enter data or submit reports for the company, email the staff with his email address and name. After he completes registration and his account is activated, he will have access to reports of the company.

Entering data

For a wind energy purchaser, making a new report does not require a new CEC ID #. Purchasers may update counterparties and contracts as data changes over time. Since the CEC ID # is not listed on form CEC-1386, they need never enter that number.

A generation operator should contact the staff to obtain a new CEC ID # for the generator before reporting on a new project. The project name must be unique. If two projects are commonly referred to with the same name within the reporting organization, develop a variation of the name for entering in the online forms, so that each project has a unique name.

To report data from a project or company for the first time, create a new project or company report from the home page by clicking on the button to start a new report.

In Form 1384 for “Company Responsible for Submitting the Report,” the Operator field will accept names from a drop down list after the first character is entered. Operator name choices in the list are based on information that the user provides to staff. The software uses an intelligent list menu in the drop-down lists to display allowable choices for the field.

Complete the data in the boxes as shown on the CEC-1384, but do not submit the report yet. Save the form, and proceed on to either CEC-1385 (generation) or CEC-1386 (purchases).

An operator listed on CEC-1385 should be consistent with the company submitting the report on CEC-1384. The reporting regulation specifies that the operator is responsible to submit the report for a generation project.

The database (DB) stores CEC ID #’s, project names, and company names and checks for inconsistencies. If a user attempts to enter a project name with which a different company is currently associated, an error message will appear. This is to indicate that the project name and CEC ID # are in use by another company. When entering a project name on CEC-1385, select the new project name from the drop-down list.

Pink entry cells indicate data is missing or there is an error in the value or the formatting of the value. These must be corrected and saved before moving on to the next form or schedule.

If you have entered data on a page, saved the page, no fields are highlighted in pink, and you cannot proceed to next form or schedule, then re-load the project in the browser and proceed to the correct page. If data is in the correct format and a pink highlight does not appear, check the tool tip (pop-up message in a field) for the correct format.

Follow the sequence of schedules and forms starting with Form 1384, and proceeding through 1385 or 1386.

There is no auto-save feature in the software, in order to avoid entering false data or generating extraneous error messages. The program saves data after the Save button (at the bottom of a form) is clicked. Before leaving a page, be sure to save the data entered by clicking on the save button. If you navigate away from a page before clicking to save, the browser will not cache the data. The browser’s back button (icon/arrow) should not be used, to avoid losing data that has been typed but not saved. The software is not designed to use data cached in browser files on the PC.

If there is no generation for the current period, enter a zero in the cell. Users should enter data in all cells on the forms. Missing data should be explained in the Operator or Purchaser Comments box. With generation data, also record station use data.

If a purchaser completes Form 1384 and then mistakenly goes to Form 1385 (generator data) he may not be able to access Form 1386 (purchaser data). He should save the data entered and then re-load the project, this time clicking on the Form 1386 button. A user may re-load a project from the drop-down menu at any time, but data should be saved before re-loading to avoid losing work. If the project has been initiated with Form 1384, but the name has not been entered on Form 1384, the entry will appear under the company name in the drop-down list when loading. The list will show the company with pink highlighting to indicate an initiated (but not submitted) report.

Submitting data report

When all forms have been saved with no error highlights or messages, return to form CEC-1384, check the box to acknowledge the accuracy of the data, and click the button to submit the data. The signature box must be checked before the data is submitted to the system. To access the same project again later, simply log in and then use the buttons to load the project.

Only one quarter at a time has editing enabled for each wind project or purchaser. For example, Qtr 1 data must be completed before accessing Qtr 2. If you have not completed entering data for one quarter, complete all data fields for that quarter, save the forms and submit them.

A key with color-coding for project status appears on the page to load projects. Report status for the quarter is shown as one of the following.

Status	Meaning
Initial	User started data entry but has not entered all data in the report.
Pending	User entered all data but has not submitted it online.
Submitted	Report has been submitted for staff review.
Adjusting	Report needs corrections or additions and can be changed by user.
Reviewed	Report has been reviewed by staff.
Completed	Report is complete for the quarter and can only be viewed.

Follow-up after report submittal

After the forms for a quarter have been submitted, staff will review them and mark them as complete or enable adjustments and notify the user to make corrections.

If forms need adjustments, the user should log on, load the forms, make adjustments or corrections, and then re-submit the forms online. Staff will re-check the forms.

Editing data already saved

Data in the current quarter may be edited anytime before the report is submitted online. To edit data that has been saved but not submitted, simply load the project or company in the online form, make changes, re-save the data, and then submit the report. Once submitted, the form is locked from further editing unless the staff unlock it.

If staff have reviewed a form and notified the user that corrections are needed in the reporting period, they will unlock the form for making adjustments online. The user should then log on, load the form, and make adjustments. Then, re-sign and re-submit the form for staff to re-check.

If you create a new project from a previous quarter, you can't modify data for the previous quarter in the later report, e.g. modify Q1 data in the Q2 report. If changes are needed to earlier (Q1) data, they must be made in both reports. Otherwise, only the later report will contain the revised data of the earlier period, and the earlier report will contain the un-revised data.

Adding a new quarter to previous report

After a completed quarterly data report for a project has been submitted and staff have accepted the data as complete, the reporter may enter data for the next quarter without re-entering basic project parameters. This updating function is done by loading the previous quarter, and then selecting the button at the bottom of the CEC-1384 to continue working in the next quarter. When loading a project, the user can see all projects of his company in the drop-down list.

The quarters are designed to allow updating in sequence, with the next one being open for editing after the last one has been marked as complete by the staff. To enter data for a new quarter, continue from the last quarter in completed status, rather than from an earlier quarter. If the last period reporting is in the status for adjusting or it is incomplete, complete it first, submit it online, and then request that the staff review and mark it as completed.

When the previous report exists, do not use the command to "Start New Report" when proceeding from a previous quarter into the next quarter. Using the undo command will cause the new report to lose data integrity.

Users should take care to enter data in the right quarter and year so their data is accurately reported. When entering later data in an existing project for the next quarter, the CEC ID # and project name are held constant. Any change in CEC ID # would require staff action, rather than an update of an existing project.

After entering and saving the data with no blank fields, if the page does not display the most recently entered data, re-load the page in the browser. In some cases, the browser may load cached data instead of more recently entered data. If the browser still displays earlier-entered data (that should be overwritten), log out and log in again to see the data. Also, if the page does not calculate a total correctly, save the data, close and re-open the browser, and then re-load the data page.

A timeout feature is built in to the online portal so that if a user begins entering data, stops work and does not return, the account will be logged off. If he continues to enter data, the timeout will not come into effect. Currently the timeout limit is one hour.

If users find problems using the website, they should email staff at wprshelp@energy.ca.gov

Notes at the end of this document describe the older, manual method of entering data by downloading data forms to the user's PC, completing forms, and submitting to the Energy Commission. The manual method will be phased out as users make the transition to online reporting.

Starting a report for a new generator or new purchaser

When a new project starts generating, or a new company starts purchasing energy, a new series or reports must be started. First, inform the staff of the details for the new company or project. The staff will enter key information for the new report series, such as the company name, email address, and project name. Following that, the user should log in and use the button to start a new report from the home page. Then, proceed through the forms, entering all information, saving each form, and then submitting the report online.

Do not use the Start New Report feature for adding new reports to a series of reports of an existing purchaser or generation project. Doing so would require entering all existing information again, and it could lead to stranded reports with no place in the series of reports.

Tips for data entry and using the system

Data is limited in most cases to either digits or alphabetic characters. Although a few special characters are allowed, most are not allowed, e.g. apostrophes, periods, or semicolons. This is done to ensure consistency of unchanging data over time, e.g. in the spelling of a company name. Instead of entering abbreviations with periods, spell out the full word. If the actual spelling changes, this should be reported to staff so they can update the name.

Tool tips on the forms will show required formats, e.g. CEC ID # must be a “W” followed by four digits, without spaces in the middle.

If you have entered data that fits the format, and the page still shows a pink indicator in the data field, save the form with the data that is valid, and then contact staff for assistance. In many cases, this may occur when data entered does not fit the expected format for the field.

The software will show an error when data entered does not meet the logic or quality control checks built in. These are to provide a check on reasonableness of entered data, e.g. comparing the total MW and number of turbines. The user will see an error message on the form or a (pink) colored field. These types of problems should be corrected by checking the quality and type of the data entered. Data should be within the bounds of reasonable physical parameters. When the data meets the quality-control checks, the form with data may be saved.

Other problems like those where data cannot be saved may generate an error message. If the message states the problem is being reported, try to re-enter and save data. If the error message re-occurs, log out, close and re-open the browser, log in, and reload the project. If a message saying “Server Error” appears, there is a problem in the web server rather than in the WPRS software; try again in a few minutes to enter the data.

If the page does not state that the problem is being reported to staff automatically, a request should be emailed to wprshelp@energy.ca.gov. When a data file or other file needs to be sent to illustrate a problem, email it. It may be helpful to capture a screen shot of the page, paste this into an email or Word document, and email this to illustrate the problem. Any supporting information files should be attached to a request. Please describe how serious the problem appears to be to help us prioritize assistance.

Bulk data upload

From the Support page, there is a downloadable data template in the form of an Excel spreadsheet (ES). This may be used to upload to the correct fields in the online form, especially where there is more data to report. Use of the upload feature is not required, but it should allow a user to enter larger amounts of data more quickly. To use this feature, take the following steps:

1. Save the bundled upload template from the Support page of the website to your PC.

2. Enter energy data in your copy of the template (on your PC) in the appropriate form (CEC-1385 Schedule 3 or 4, or CEC-1386) for the latest reporting period. Delete values from any cells which contain values that are not valid for your company in this period, but do not change the structure or layout of the template.

3. Save the template file on your PC.

4. Use the upload command in the online form to upload your data and then save the page online. When you have entered the station use data in the saved template, check the box for station use data. The upload command does not submit the form to the system: it simply uploads the data to the form, where it is part of all other data on the form.

5. Complete all required forms and schedules for the generation or purchase.

Note that the upload feature accepts data within the current quarter (either monthly or quarterly data), but it does not accept corrected data for earlier quarters once the quarterly report has been submitted and accepted by the staff. This is to avoid accidently overwriting data saved earlier. When data corrections are needed, send an email to the QFERGEN mailbox as described below.

Users are free to keep the current version of the upload template on their desk and add additional data to it in each new quarter. However, ensure that the current template version is used by downloading a new template at least once per year, such as when preparing to enter Quarter 1 data in the next year.

Do not modify the structure of the template, such as changing rows, columns, or tabs. Only the values in the cells should be changed.

The order of the turbine groups in the online form must be the same as on the user's data upload template, and the number of groups must be the same in both places. This is to ensure that turbine groups are associated with corresponding energy data. The DB will not re-order the turbine groups. Therefore, the user must use the same order for groups in the template as in the groups already entered in Schedule 2. Do not alphabetize or sort the rows on the template unless it is to match the order displayed online. The order displayed online cannot be changed.

If there is more than one row of energy data on Schedules 3 and 4, enter the station use data in the first data row only. The upload function will ignore any station use data entered in rows below this.

Do not try to upload any other file except the bulk upload template, such as the old data reporting spreadsheet that was used before online reporting.

3. Change in basic information

For regular, periodic reporting, users should be able to enter all data online without staff assistance. When generation projects change basic parameters, such as obtain a new owner, a new project name, or a new operator; when they merge or split; when they re-power; or make other changes, the data reporter should contact staff for assistance and provide data about the change. Staff will provide a new CEC ID #(s) when appropriate.

Data is stored by project and quarter. Therefore, if basic project parameters change in later quarters, e.g. project operator, loading an earlier quarter will display parameters that were in effect during that quarter.

Form 1384 contains the name and email of the person responsible for submitting reports for the company. If company personnel change, the name and email entered on the data form may be changed for a later quarter by the user. However, the account (email) used to log in to the system for the company will remain the same unless a new person registers. In that case, contact the staff for assistance.

4. Software requirements

The online system requires Internet access. It does not require a high-speed connection, although if the data upload option is used for large data sets, a faster connection will improve service. Https protocols are used to safeguard information transfer.

If the software seems slow to respond, delays could be due to having too many windows open on the user's PC. Try closing un-needed windows and programs running, and then using the WPRS software again.

The supported browser is Internet Explorer, version 8 or later. IE versions 7 and earlier will not work. If you have IE version 7 or earlier, you should download a no-cost update to a later version from the Microsoft website. (That site also has information on browser versions and different operating systems.) Other browsers such as Chrome or Safari should work, but the Energy Commission does not provide support for those. Firefox has limited functionality with the WPRS system; it may not work for all functions, and it is not recommended. WPRS software was designed with IBM-PC compatible systems, but there are no known obstacles to using it with Apple systems; please report any problems to: wprshelp@energy.ca.gov

Auto fill/complete

Auto-fill or auto-complete is a function of the Internet browser that the user controls, rather than being a function of the WPRS software. Users can switch this function on and off in their own browser (IE, Chrome, etc.). Use caution when this using this feature, as some data may auto-fill that should be different from that in other form fields, or that should be updated in the reporting period.

5. Assistance for data reporters

Several help documents are available under the Support tab on the WPRS home page. These include:

- Quick-start guide
- Instructions for the forms
- Glossary
- CEC ID # list
- FAQs

Before going to the Support section, first save your work with the save button at the bottom of the data entry form, or else open the Support section in a new tab.

For questions that need factual information, email the staff at wprshelp@energy.ca.gov

If the problem requires discussion or extended assistance, it may be faster to resolve by phone. In that case, email to request a phone discussion, and one of the staff will call you. If you leave a message, include your phone number during business hours.

6. Corrections to data of previous quarter

Occasionally users may discover that data reported earlier is incorrect and needs revision, e.g. incorrect data for Q1 after the Q1 report is submitted. In this case, send a note describing the correction to wprshelp@energy.ca.gov so staff is aware of the correction. Entry of data in a report for a later period does not automatically update earlier reports.

If the corrected data is within the same report period, e.g. an April data correction in the Qtr 2 report, staff can place this report into Adjusting mode, and the user should make the corrections and re-submit the Qtr 2 report. If the correction is within a different report, e.g. an April data correction in the Qtr 3 report, staff will normally ask the user to make this correction. As another example, if there is a revision of February data that is discovered during the fourth quarter, the user can correct the Qtr 1 report after staff places this into adjusting mode. However, the February correction must also be made in the Qtr 2, 3, and 4 reports.

Comparison of values between reports

As reports are revised or corrected, discrepancies can arise in the generation values of specific time periods in different reports. To identify such differences, values in reports filed for quarters 2, 3, and 4 of a year are compared to values in reports filed for quarters 1, 2, and 3. For example, values for generation in January are compared between values in the quarter 1 report and values in the quarter 2 report. When the values differ, an advisory message appears near the message about the net capacity factor for the quarter on Form 1385, Schedule 3 or 4. If this message appears, check the values of like quarters or months in the various reports of the same year, and then correct the filed data to be consistent. Correcting the data may require first asking staff to place a report into Adjusting mode to allow revisions in completed reports earlier.

7. Privacy of information

The data collection requirements have been designed to exclude commercial, proprietary, and sensitive data with the input of industry representatives. Personal or home contact information should not be entered online; only organizational contact information should be entered.

Users retain the right to request that specific information be treated as confidential. This treatment is done after the user obtains approval for confidentiality status of specific data through a formal procedure. The determination of confidential status is made at the executive level of the Energy Commission, in conjunction with the Chief Counsel's Office. Staff and counsel will review the application and make recommendations to the Executive Director. The decision is made based upon law and regulations considering the need for confidentiality and the public's need to know the information. Users who wish to apply for confidential treatment of data should submit their reports through the Energy Commission's docketing system, rather than in the online system. The application process is described at this web page: http://www.energy.ca.gov/commission/chief_counsel/docket.html

Data reporters are required to report all data by the quarterly due dates, regardless of an application for confidential treatment or the outcome of a determination.

In addition to analysis of statewide or regional data, the Energy Commission may prepare comparisons showing the top companies in the state in various categories, such as energy production or capacity. Information on generation by power plants is posted on the

Commission's web site. Contact information like phone numbers or email addresses is not published.

8. Guidelines on specific data fields

Supplemental information to explain data

Reporting forms CEC-1385 and CEC-1386 have comment fields for operators or purchasers to add information that does not fit in the other data fields. Use these comments for supplemental information explaining answers in other data fields. When the comment no longer applies in a new quarter, delete the comment in the new report.

Data fields with postal addresses

United States zip codes should be entered in the standard format with a minimum of five (or optionally nine) numerical digits. If the nine-digit zip code is available, enter it using a dash, e.g. 12345-6789. For addresses where the first digit is zero, but the user does not normally use the zero, enter the zero in the reporting form in its correct position, e.g. 01234.

Canadian and Mexican postal codes should be formatted according to standard mail formatting in those countries. (See articles in Wikipedia for standard formats.) Examples of valid and invalid Canadian postal codes:

- M6K 1V2 - Valid code
- M6k 1V2 - Invalid due to lowercase k
- M6K1V2 - Invalid due to missing space
- M6K1 V2 - Invalid due to a space in the wrong position

Form 1384, company names

A company name is entered using a drop-down menu which appears when the first letter is typed. Select a name from the menu displayed. Company name is limited to a standard name in order to ensure that the spelling is correct for the project name as provided to staff.

Form 1385, schedule 1

Project name

Enter the first letter of the project name and select the project from the drop-down menu. If the project name does not appear after the first letter is entered, check the project name provided to staff; the name you provided should appear on the drop-down menu. If you see an error message that the project name is already in use, check the name and spelling to ensure that it is from your own company rather than another company.

Identification number fields

For these project identification fields, (CEC Plant ID, EIA Plant ID, Resource Scheduling ID, and WREGIS ID), specific formats should be used; those formats are indicated in the tool tips. By holding the cursor over the data field, a tool tip will describe the data format.

If more than one identification number applies to the project, pick the one that is primary or most significant (in the operator's view) and enter the other number in the operator comments box.

Project location

If the project falls near an Existing Wind Resource Area (WRA) but outside the formal boundaries of it, select Outside of Existing on the menu. If it does not fall near an existing WRA, select "Other" on the menu. One of the WRA choices must be selected before you may proceed to the next schedule.

Project operator

If the wind project operator name needs to be changed, contact WPRS staff. Staff will correct the name change in the DB. The next time the operator signs on to fill out a report, the report will still show the previous operating company name. To correct this, go to CEC-1385 Schedule 1 and delete the project name by clicking the "x" on the gray box that contains the project name. When the project name is re-entered in the project name box, the operating company name will automatically be corrected. This process must be repeated for each project undergoing an operator company name change.

Purchasers

If there are more than four purchasers, list more than one in one or more of the rows, and use separating spaces to show the separate items. Check to ensure that the purchaser names and the contract numbers correspond in order between the name rows and the number rows.

Form-1385, all schedules

On Form 1385, Schedules 1 and 2 should include the cumulative numbers of turbines, i.e. the old plus any new turbines. Schedules 3 and 4 should include the numbers of new turbines only. The user should check these numbers to ensure accuracy.

Installed turbines include those that are undergoing short-term maintenance. However, they do not include turbines that have been decommissioned.

Turbine groups should be added in Form 1385, Schedule 2, with the latest group at the bottom of the list. Users should not enter individual turbine data in the form. Rather, they should aggregate identical turbines into groups and enter group data. For each group, the manufacturer, model, turbine size (kW), and other parameters should be the same. One group includes only turbines that are functionally the same.

Form 1385, schedule 2, operator's turbine ID or group ID, and number of turbines

The number of turbines must be the same as the number installed listed on Schedule 1. A turbine (group) that was "available to generate" in the reporting period includes those that were operable and able to generate electricity in the period. It includes turbines that could operate but may not have been generating due to temporary outages, contractual issues, or short-term equipment repair. "Available to generate" does not include those turbines that were out of service, on indefinite shutdown, retired, or decommissioned.

If the available capacity declines from quarter to quarter due to decommissioning, and there is no intention to increase available capacity in the future, the project must report as long as the total capacity is at least 1.0 MW. If the project intends to increase capacity again to at least 1.0 MW, reporting should continue each quarter. If a project is not available to generate for an entire quarter, and the operator does not intend to make it available in future quarters, it should not have a report. This ensures that its capacity is not included in the total capacity available in a quarter.

Please use a unique ID for each turbine group. For example, if "WTG 100" is used for the first group, do not use that ID again for another group in the report. The second group could be "WTG 101" or another ID that the operator chooses.

Form 1385, schedule 2, rotor size (m^2)

Rotor size (area) should match the turbine model and diameter. If the rotor size in m^2 is needed, either refer to the manufacturer's specification sheet or convert to m^2 using the rotor diameter. For assistance in conversions, refer to online tools or contact the staff. To calculate the area using the radius or diameter of the rotor, use the following facts. The formula for the area of a circle is Area = Pi x Radius squared, i.e. $A=\pi \times R^2$. Pi is approximately 3.1416, and the radius is half the diameter. For example, if the diameter is 50 m, the radius is 25 m, and the area is 1,964 m^2. Be sure to use metric units rather than English units: m and m^2, but not feet or square feet. To convert English to metric units, refer to online unit conversion websites.

Form 1385, schedule 2, rated speed (m/sec)

Enter the manufacturer's rated speed in meters/second, i.e. m/s. If the speed is known only in mph, multiply the mph value by 0.44704 to obtain m/s. If the speed is known only in feet/second, multiply that value by 0.3048 to obtain m/second.

Form 1385, schedules 3 and 4, station use

For each month or quarter, the station use should be entered in the forms along with the gross generation. Using these values, the software will calculate and display the net generation.

If only the gross and the net generation are known for the period, but the station use is not known, calculate the difference between the two values and enter that in the station use field, along with the gross generation. Then note this in the operator comments box.

If generation for the period is zero, but the station use is positive, enter these values in the form, which will calculate the net generation to be negative. This station use data is useful to the Energy Commission even for periods when the plant has no gross generation.

If the station use exceeds 8% of gross generation, the value in the field may be saved, but it will show in purple highlighting to indicate that it is a high value compared to most other wind generators. In this case, please double check the source data to ensure it is accurate. After entering changes or notes, click the save button to save the data and any note.

Net capacity factor display

An information display appears on Form 1385, Schedules 3 and 4. This shows the net capacity factor for the project in the quarter of the report. After entering all data on the schedule, the user should click to save data, and the net capacity factor will be displayed to the right of the Operator Comments box. This provides immediate feedback on the reported generation and station use data. The calculation uses the gross generation and station use data reported on the form. If the value displayed does not agree with the operator's own calculations, check the reported data to be sure it is accurate. Net capacity factors are displayed in percent for the quarter, taking into account the number of hours in the quarter. The software takes into account the fact that the quarters have unequal numbers of days, as well as the extra day in leap years in the first quarter.

Form 1386, name of counterparty

Limit text entries to 60 characters in this field. If more space is needed, enter data in the Purchaser Comments field in the form.

Form 1386, purchase contract number or identifier

Limit text entries to 60 characters in this field. If more space is needed, enter data in the Purchaser Comments field in the form.

Form 1386, net kWh procured

Enter the total electricity procured in the period under the terms of individually listed contracts, power purchase agreements, or other power sales agreements.

Form 1386, maximum MW

In the field for the "Maximum MW's Operator may deliver," enter the value for the maximum power in MW which the operator can deliver to the purchaser as specified in the power sales agreement. If the agreement does not specify the maximum MW, enter a zero in the field and note this in the Purchaser Comments box.

9. Temporary offline data reporting

The Energy Commission has modernized its data reporting systems and moved to Web-based reporting. This is more convenient for data reporters and allows them to prepare and submit data online. It is also more efficient for the Energy Commission. Although offline reporting is allowed, it is being phased out. For a limited, temporary period, data may be reported by preparing and submitting spreadsheets. Reporters should begin submitting data through the online portal as soon as possible. Staff are available to assist reporters in using the online system.

During the interim, users may download ES data reporting forms (1384, 1385, & 1386) from the Support section of the WPRS website. They should complete the appropriate forms, 1384 and 1385 for generation, or 1384 and 1386 for energy purchases. When the offline method is used, there is no data upload: the upload template is used only with online reporting. After completing the forms on paper, sign in ink on the 1384 verification form and create a pdf file of that page. Email the pdf file and data spreadsheets (in Excel format) to QFERGEN@energy.ca.gov Do not create pdf files of the data sheets (Form 1385 or 1386 and schedules), as they cannot be used at the Energy Commission.

Users requesting designation of specific data as confidential should submit the forms to the Docket of the Energy Commission. Docketing instructions are given here:

http://www.energy.ca.gov/commission/chief_counsel/docket.html

Requested confidential data cells should be indicated on the ESs using yellow-highlighted cells before submitting to the Docket. After a formal review of the confidentiality application by the Energy Commission's attorney and Executive Director, the data reporter will be notified whether the request for confidential status is granted. Confidential data is due on the same dates as other data. The determination on confidentiality status will be made after the due date and receipt of the data.

10. Acronyms & abbreviations

Listed below are acronyms and abbreviations in this guide. A glossary of terms used with the WPRS system is posted in the Support section of the WPRS web site.

CEC: California Energy Commission (Energy Commission)

DB: Database

ES: Excel spreadsheet

F&I: Forms & Instructions

FEA: Front-end application: the interface that users see in their browser.

IE: Internet Explorer of Microsoft

IT: The Information Technology office of the Energy Commission

PC: Personal computer (of any brand) of the user who reports data

QFER: Quarterly fuel and energy report. (A system previously used to report wind data.)

Q1 or Qtr. 1: Quarter 1 of a calendar year

RegCode: The code used to register a new account (that is emailed to the user).

WPRS: Wind Performance Reporting System. (The current system used to report wind data.)

WRA: Wind Resource Area