WPRS Online Use

Wind Performance Reporting System
Webinar Training for Online Users

July 8, 2015

John Hingtgen
Mathew Prindle
wprshelp@energy.ca.gov

Supply Analysis Office
Energy Assessments Division
Comments by Ivin Rhyne, Manager
Supply Analysis Office

- Required reporting by wind operators and energy purchasers
  - 20 CCR Sections 1381-1389 (Wind reporting)
  - 20 CCR Section 1304 (QFERGEN reporting)
- Applies to wind energy from plants in California
  - From nameplate capacity ≥1.0 MW
- Contributes to modernizing data collection programs
  - WPRS
  - Petroleum fuels
  - Other programs
- Reporting online should save time & improve data quality
Today’s Presentation

• Terms, applicability, & software
• Registering
• Logging in
• Loading previous report & continuing
• Entering data in current period
• Verifying and submitting report
• Correcting previous data
• Starting report for a new project or company
• Change in basic parameters
• Support resources

Please hold questions until the end of the presentation
A Few Terms

- “Reporter” / “online user” is an organization required to report data
- An “Operator” operates a generation project
- A “Purchaser” purchases energy
- “Company” refers to either a private or public organization
- “Staff” are employees of the Energy Commission
Applicability and Due dates

- Online system collects same data types as old system, from same parties
- California wind energy from projects of nameplate capacity $\geq 1.0$ MW
  - Operators of wind generation
  - Purchasers of wind energy
- Data is due on the 15th day of March, June, September, and December, for previous quarter
  - For example, Qtr. 1 (Jan.-Mar.) data is due June 15
  - If due date falls on weekend or holiday, data is due the next business day
Software Requirements

- Internet Explorer, version 8 or higher
- Designed for desktop PC’s rather than mobile devices
- Chrome and Safari should work for most features
- Firefox is not recommended
- No known issues with Apple systems
Report Forms & Schedules Appear as Web Pages

- Form 1384: All reporters complete verification of completeness & accuracy
- Form 1385: Operator’s report
  - Schedule 1 (Identification)
  - Schedule 2 (Technology)
  - Schedule 3 (≥10 MW) or Schedule 4 (<10 MW) for energy generated
- Form 1386: Energy purchaser’s report
Register Online

- Staff set up registration for reporters
- System emailed a notification to register, containing code and instructions
- At WPRS website, register with code received & create a password
- This notifies staff that you registered
- Staff will activate account & email notification that account is active.
At Registration Page, Enter Information & Create Password
When Account is Active, Log In with Email and Password
Wind Performance Online Reporting

The Wind Performance Reporting System (WPRS) is for reporting wind energy generation and purchase data from wind plants in California. The reporting is required of projects of 1 MW capacity or larger, as well as parties who purchase wind energy. WPRS data is reported on forms submitted by wind plant generators (operators) and by wind energy purchasers. Tabs above link to the reporting forms listed below. The required reporting forms are:

All wind project operators and energy purchasers report on:

- CEC-1384: Verification

Wind project operators report on Schedules 1, 2, and 3 or 4:

- CEC-1335, Schedule 1: Wind project identification
- CEC-1335, Schedule 2: Wind project turbine technology list
- CEC-1335, Schedule 3: Wind energy production from generation projects of at least 10 MW
- CEC-1335, Schedule 4: Wind energy production from generation projects under 10 MW

Wind energy purchasers report on:

- CEC 1386: Power purchase data

Purchasers report both energy purchases (in kWh) and maximum available power (in MW).

The reporting is complementary to that of non-wind plants that send Quarterly Fuels and Energy Reports (QFER) for Section 1304 Power Plant Reports to the Energy Commission. For wind plants, the reporting takes the place of their reporting requirement in the existing 1304 reporting forms (except for annual environmental reporting), and it uses reporting forms which are more specific to wind plants.

Reporting parties may enter their data through an online web portal in lieu of submitting completed data forms as Excel spreadsheets. Users must have access set up in order to create reports online. Please contact the staff at this address to request access: wprshelp@energy.ca.gov
Load Previously Reported Data

- Click “Load Existing Report”
- Select year & quarter from lists
- Click “Load”
Select Reporting Period
Form 1384 of Previous Quarter Shows Button for Data Entry for Next Quarter

Company Submitting the Report

Name: Mathews MegaWatts

Company Name*

Address: 1234 Street Name

City* Sacramento

State* CA

Zip* 95814

Reporting Period

Q1: Jan - Mar 2015

Verification

I declare under the penalty of perjury of the laws of the State of California that I am authorized by Mathews MegaWatts, to submit the enclosed or attached report. This report fulfills the requirements for CCR, Title 20, Division 2, Sections 1304 and 1385 and/or section 1386. To the best of my knowledge and belief and based on due diligence, the matters contained in this report are true, accurate, complete, and in compliance with these regulations.

Mathew Prindle, Energy Specialist

6/22/2015

Data set for Q1: Jan - Mar 2015 is submitted

Save CEC-1384 (verification)

Go to CEC-1385 (generator) Go to CEC-1386 (purchaser)

Submission of data set for Q1: Jan - Mar 2015 was finished

Data entry for Q2 2015
Edit Information in Next Quarter on All Forms, Starting with 1384
Continue to Form 1385, Schedule 1: Identification

Red note shows missing or inconsistent data
Form 1385, Schedule 2: Technology

**CEC Plant ID Number**

**W0998**

**Reporting Period:** Q1: Jan - Mar
**Year:** 2015
**Wind Power Project Name:** Test Project 2
**EIA Plant ID:** 55555

<table>
<thead>
<tr>
<th>Operator's Turbine ID or Group ID*</th>
<th>Number of Turbines*</th>
<th>Name of Turbine Manufacturer*</th>
<th>Turbine Model*</th>
<th>Rotor (m2)*</th>
<th>Turbine Size (kw)*</th>
<th>At rated wind speed (m/sec)*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total (kw)**

**Total Power = Power of Row1 + Power of Row2 + ... + Power of Rown**

Where Power of Row = (Num of Turbines * Turbine Size)

0

**Save Schedule 2**

Go to CEC-1384 (verification)  Go to Schedule 1  Go to Schedule 3  Go to Schedule 4
If ≥ 10 MW Project
Monthly Generation on 1385, Schedule 3

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Q1: Jan - Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>2015</td>
</tr>
<tr>
<td>Wind Power Project Name</td>
<td>Test Project</td>
</tr>
</tbody>
</table>

**CEC Plant ID Number:** W0999

<table>
<thead>
<tr>
<th>Operator’s Turbine ID or Group ID</th>
<th>Jan Gross kWh</th>
<th>Feb Gross kWh</th>
<th>Mar Gross kWh</th>
<th>Apr Gross kWh</th>
<th>May Gross kWh</th>
<th>Jun Gross kWh</th>
<th>Jul Gross kWh</th>
<th>Aug Gross kWh</th>
<th>Sep Gross kWh</th>
<th>Oct Gross kWh</th>
<th>Nov Gross kWh</th>
<th>Dec Gross kWh</th>
<th>Electricity Produced (kWh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Turbines If any</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Station Use (kWh):**

<table>
<thead>
<tr>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total Gross Generation (before station use) (kWh): 0</th>
<th>Wind Project Net Generation (kWh): 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Operator comments:**

---

18
If < 10 MW Project
Quarterly Generation on 1385, Schedule 4

<table>
<thead>
<tr>
<th>CEC Plant ID Number</th>
<th>W0999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator's Turbine ID or Group ID</td>
<td></td>
</tr>
<tr>
<td>Reporting Period</td>
<td>Q1: Jan - Mar</td>
</tr>
<tr>
<td>Year</td>
<td>2015</td>
</tr>
<tr>
<td>Wind Power Project Name</td>
<td>Test Project</td>
</tr>
<tr>
<td>EIA Plant ID</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>of New Turbines If any</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Electricity Produced (kWh)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan - Mar</td>
<td>Apr - Jun</td>
<td>Jul - Sep</td>
<td>Oct - Dec</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Station Use (kWh)</th>
<th>0</th>
</tr>
</thead>
</table>

| Total Gross Generation (before station use) (kWh) | 0 |
| Wind Project Net Generation (kWh) | 0 |

Operator comments

With Station Use

Import Data
Energy Purchases on Form 1386

**ENTER WIND POWER PURCHASES**

**STATE OF CALIFORNIA**  
**CALIFORNIA ENERGY COMMISSION**

**WIND ENERGY PURCHASES**  
**CEC-1386 (Issued 12/13)**

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Year</th>
<th>Name of purchaser's firm</th>
<th>Name of contact person</th>
<th>Phone number of contact person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1: Jan - Mar</td>
<td>2015</td>
<td>Mathews MegaWatts</td>
<td>Mathew Prindle</td>
<td>999-888-7777</td>
</tr>
</tbody>
</table>

See Instructions for explanation

<table>
<thead>
<tr>
<th>Name of Counterparty *</th>
<th>Purchase contract numbers or identifiers*</th>
<th>Net kWh Procured*</th>
<th>Maximum MW's Operator may deliver*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total (kWh)**  
0 0

**Purchaser comments**

[Blank space for comments]

[Buttons: Go to CEC-1384 (verification)  Save CEC-1386 (purchaser)  Import Data]
Option to Upload User Data in Template

- From Support page, save the Upload Template to own desktop
- Choose tab for the Form (1385 or 1386)
- Enter data for one reporting period into template
- Order of turbine groups must be same order as shown online
- Do not restructure or re-order the template
- Save data in template on desktop
- Click to import, browse for file, & upload
- When page is complete online, save page
- When all pages are complete, return to 1384
Optional Data Upload Template

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
<th>Q</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ENERGY</td>
<td>Station</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Generation</td>
<td>Use</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jan-Mar</td>
<td>Apr-Jun</td>
<td>Jul-Sep</td>
<td>Oct-Dec</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(PLEASE DO NOT MODIFY THIS SPREADSHEET FORMAT EXCEPT DATA ENTRY)
Verify & Submit Report

• When all data entered, proofread all pages in reporting period
• Return to Form 1384 & attest with checkbox
• Submit form online
• Completion message should appear
Verification

☐ I declare under the penalty of perjury of the laws of the State of California that I am authorized by Mathews MegaWatts, to submit the enclosed or attached report. This report fulfills the requirements for CCR, Title 20, Division 2, Sections 1304 and 1385 and/or section 1386. To the best of my knowledge and belief and based on due diligence, the matters contained in this report are true, accurate, complete, and in compliance with these regulations.

______________________________
6/22/2015

Mathew Prindle, Energy Specialist

Data information is ready for Submitting
Congratulations!

Thank you for your report

Thank you for submitting a Wind Energy Report.

The review and processing of your report typically takes 3 to 5 business days. If during the review, there is an issue with your report, CEC staff will contact you. In addition, you can always check to see your project status by clicking on the "Load Project" link.

If you have any other questions don't hesitate to Contact Us at wprshelp@energy.ca.gov.
Follow-Up Depends on Data Review

Data is incomplete or inconsistent

- Staff marks report as needing adjustment
- Staff enables online editing for the quarter by reporter
- Reporter loads report, adjusts data, & re-submits data

Data is complete & consistent

- Staff marks report as complete
- Reporter is done for the quarter and project
- If an operator, proceed to report for other projects you operate
Report Status Shown on Page to Load Projects

Color code:
Initial  Pending  Submitted  Adjusting  Reviewed  Completed
Summary of Steps

- See emails received for registration code & instructions
- Go to https://wprs.energy.ca.gov
- Register online & receive confirmation email
- Log in
- Review data from earlier quarters
- Continue into next quarter & enter new data
- Sign & submit report for reporting period
- If requested, make adjustments, & re-submit report online
To Correct Data from an Earlier Quarter

- Used when reporter discovers need to revise data of an earlier quarter during a later quarter
- Email staff noting the quarter needing revision
- Staff will either enter revision or set report for adjustment
- If staff requests, reporter enters revision online and re-submits
For a New Project or Company, Create New Report

- Staff must set up new project / company in system
- At home page, click to Start New Report
- Enter data in form 1384 and save form
- Click for 1385 (generation) or 1386 (purchases)
- Enter data on each form and save each
- Proceed through required forms
- Return to 1384, sign, and submit
Start Reporting for a New Project or Company
Type First Letter of Project Name & Select Name that Appears

CEC ID # Will Fill in Based on Information Provided to Staff

<table>
<thead>
<tr>
<th>Wind Power Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Wind Power Project Name*</td>
</tr>
<tr>
<td>Test Project ☒</td>
</tr>
<tr>
<td>3. EIA Plant ID</td>
</tr>
<tr>
<td>4. Resource Scheduling ID</td>
</tr>
<tr>
<td>5. WREGIS ID</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wind Project Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1:</td>
</tr>
<tr>
<td>(a) Street*</td>
</tr>
<tr>
<td>(b) Street</td>
</tr>
<tr>
<td>(c) City*</td>
</tr>
<tr>
<td>(d) County*</td>
</tr>
<tr>
<td>(e) State*</td>
</tr>
<tr>
<td>(f) Zip*</td>
</tr>
<tr>
<td>-Select County-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wind Resource Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>(g) Wind Resource Area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wind Project Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator: Mathews MegaWatts</td>
</tr>
<tr>
<td>(a) Operator Name*</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>(b) Street</td>
</tr>
<tr>
<td>(c) PO Box</td>
</tr>
<tr>
<td>(d) City*</td>
</tr>
<tr>
<td>(e) State*</td>
</tr>
<tr>
<td>(f) Zip*</td>
</tr>
<tr>
<td>CA</td>
</tr>
</tbody>
</table>
Changing Basic Parameters of an Existing Generator

- New name, new operator, merging projects, or split in project
- Send details to: wprshelp@energy.ca.gov
- Further guidance will be provided
Support Resources

- Support documents posted online
- Email & phone assistance
  - Contact wprshelp@energy.ca.gov
Online Reporting is Strongly Preferred

Older method is still available, but

- Online method is more efficient
- Saves time of reporting party and staff
- Eliminates spreadsheet and PDF file preparation, processing, & editing
- Allows reporting through the Internet
- Allows access by more than one person in company
- Improves data quality
- Allows easier data corrections
- Provides secure storage of data
Thanks for Going Online
Questions today?

For questions about the WPRS program, contact John Hingtgen