	Reliability Coordinator Procedure	**Procedure No.**	RC0540
California ISO | RC West		**Version No.**	1.2
		Effective Date	5/01/25
	WIT Administration	**Distribution Restriction: None**	

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Purpose

The WECC Interchange Tool (WIT) Administration is collaboratively performed by an Interconnection Administrator and multiple BA Data Administrators. The WIT Interconnection Administrator is the contract holder, Reliability Coordinator West (RC West). The Balancing Authority (BA) Data Administrators are RC West and Southwest Power Pool (SPP).

The WIT is the primary means to confirm Net Scheduled Interchange (NSI) for Preschedule checkout based on the WECC Preschedule Calendar, next-hour checkout (from current operating hour), current-hour checkout upon change, past-hour checkout in current day, and past-day checkout. WIT is also the primary means to acknowledge agreement of Net Actual Interchange (NAI) for past-hour checkout in the current day and past-day checkout.

Per BAL-004-WECC-3, WIT shall calculate the month-end absolute value of each BA On-Peak and Off-Peak, Accumulated Primary Inadvertent Interchange.

1. Responsibilities

- WIT Interconnection Administrator functions performed by RC West and will facilitate the functions described in Table 1 below.

- WIT BA Data Administrator functions performed by RC West and SPP and will facilitate the functions described in Table 1 below.

- A Reliability Coordinator (RC) can designate another RC to perform their WIT BA Data Administrator functions.

- BA functions performed by WIT Working Group member or designee.

- WIT Vendor functions performed by OATI.

- Joint RC Executive Committee functions performed by members.

Table 1: WIT Interconnection Administration

Section	WIT Administrative Functions	WIT Interconnection Administrator	WIT BA Data Administrator	BA
3.1	ATF Changes – WIT Schedule Change Request		X	X
3.2	Maintain the NERC Inadvertent Interchange Reporting Tool/CERTS through WIT		X	X
3.3	ATEC Base Data – Annual WECC Frequency Bias and L_{MAX} Settings	X		X
3.4	Delta Time Error (DTE)	X		
3.5	Adding and Removing BAs in the WIT		X	X
3.6	User Profile/Provisioning in WIT		X	X
3.7	WIT User Management	X	X	X
3.8	WIT to WREGIS connections	X		
3.9	WIT Working Group Meetings	X	X	X

2. Scope/Applicability

- WIT Interconnection Administrator role

- WIT BA Data Administrator role

- Regional Administrator role (NERC term)

- Balancing Authority (BA) role

- WIT Vendor role

- Joint RC Executive Committee role

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3. Procedure Detail

3.1. ATF Changes – WIT Schedule Change Request

Per WECC ATF Tagging Guidelines, "A WIT Schedule Change Request Form is only necessary when the original tag is being zeroed out and/or replaced by an ATF tag, or when MWh values require an adjustment up or down for reliability reasons." This section is to modify or create a schedule in WIT, After the Fact (ATF).

WIT BA Data Administrator Actions

1. **Follow** the WECC After-the-Fact Manual for BAs in the RC footprint.
2. **Follow** the WECC Interchange Tool (WIT) Checkout Guidelines.
3. **Receive** the change request:
    • For RC West, **receive** the request from the BA in the form of a CAISO CIDI ticket.
    • For SPP, **receive** the request from the BA in the form of an SPP Request Management System (RMS) ticket.
4. **Track down** what MWh amount of energy actually flowed.
5. **Ensure** the request states the Reason for the schedule change.
6. **Ensure** all entities on the E-Tag that need to make the MWh change are on the WIT Schedule Change Request Form.
7. **Submit** a change request ticket to other WIT BA Data Administrator(s) for schedule changes that cross Western Interconnection RCs.
8. **Coordinate** facilitation for schedule changes that cross West to East/East to West Interconnections.

BA Actions

1. **Follow** the WECC After-the-Fact Manual.
2. **Submit** the change request:
    • For BAs in the RC West footprint, **use** RC0540A RC West WIT Schedule Change Process to submit a CAISO CIDI ticket for a WIT Schedule Change request, after the appropriate parties agree to the change.
3. For BAs in the SPP footprint, **do** the same as above **using** SPP RMS user guide on SPP's website.
    • **State** in the WIT Schedule Change Request Form the date, hour-ending, time zone, E-Tag code, current MW schedule, requested MW schedule and the reason for the schedule change.
4. **Include** the After-the-Fact Work Group chair and other WIT BA Data Administrator in the request communication.

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3.2. Maintaining the NERC Inadvertent Interchange Reporting Tool/CERTS through WIT

The WIT uploads inadvertent information in a single push of all BAs to the NERC Inadvertent Interchange Reporting Tool/CERTS (Consortium for Electric Reliability Technology Solutions). CERTS is an EPG (Electric Power Group) tool for Accumulated Inadvertent for the Western Interconnection (WI). The Regional Administrators (RA) and Balancing Authorities (BA) have various roles described in the NERC Reliability Guideline - Inadvertent Interchange, stated below. Italics are pasted directly from the guideline.

<table>
<tr><th>WIT BA Data Administrator Actions</th></tr>
<tr><td>

1. **Ensure** their BAs have effectively reported Inadvertent Interchange Data.
2. If BAs cannot mutually agree to a common Scheduled Net Interchange (NI_S) or Actual Net Interchange (NI_A),
   - **Ensure** BAs with disputes describe the nature and cause of the dispute.
3. **Follow** the WECC Guideline for Reconciling Inadvertent Interchange Reporting Discrepancies process for **correcting** any discrepancy.
4. **Perform** Tasks for your BAs, listed in the NERC Reliability Guideline - Inadvertent Interchange for RAs:
   - **Lock** the NERC Inadvertent Interchange Reporting Tool on or around the 22nd calendar day of each month for the previous month's data. **Please refer** to the Adjustments for Error section for further information regarding how BAs can make adjustments to data after the Tool has been locked for the month.
   - **Assist** in dispute resolution when two BAs cannot agree on a Scheduled Net Interchange (NI_S) or Actual Net Interchange (NI_A).
   - **Verify** Interconnection's monthly actual and scheduled On and Off-Peak balances reflect zero after data submittals are complete.
   - **Report** to WECC so they may report to the NERC Resources Subcommittee (RS)/Inadvertent Interchange Working Group (IIWG) on a quarterly basis, the status of the Region inadvertent reporting by BA **via** email or at the RS meeting.
   - **Provide** quarterly reports in January, April, July and October for the prior quarter.
   - **Monitor** BA's balance to **ensure** it does not exceed the recommended limits. (**See** Managing the Balancing Authorities' Balance section of the NERC Reliability Guideline - Inadvertent Interchange document).
5. **Verify** on a monthly basis that the summation of the Regions On and Off-Peak balances sum to zero in the NERC Inadvertent Interchange Reporting Tool, per the NERC Reliability Guideline - Inadvertent Interchange, under the Manage the Interconnection Balance section.

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BA Actions

1. **Ensure** correct Net Scheduled Interchange and Net Actual Interchange are displayed in the WIT no later than the 15th calendar day for the previous month, per the WECC After-the-Fact Manual.
2. **Ensure** accumulated Primary Inadvertent Interchange is managed in accordance with BAL-004-WECC-3 Automatic Time Error Correction R1, R2, R3, R4, R6, R7 and R8.
3. **Follow** WECC Interchange Tool (WIT) Checkout Guidelines, sections Inadvertent and WIT reporting to CERTS.
4. If changes need to occur after the data has been locked,
   - **Email** a request form to the RA (your WIT BA Data Administrator) **including** the information below, per NERC Reliability Guideline - Inadvertent Interchange.
     - The month and year for which a change needs to be made.
     - Whether the change is for NI_A or NI_S.
     - Explanation for the change.
     - Agreements to the change from all BAs involved.
     - Whether the change is On-Peak or Off-Peak

3.3. ATEC Base Data – Annual WECC Frequency Bias and L_{MAX} Settings

NERC Standard BAL-004-WECC-3 Automatic Time Error Correction, R1 and R4 state that WIT is the system of record of the frequency bias for WECC. The WIT is an acceptable form of evidence in BAL-004-WECC-3 Automatic Time Error Correction R2, R6 and R7; therefore, the data in WIT must be accurate.

The frequency bias and L_{MAX} information provided in the WIT is for the Automatic Time Error Correction (ATEC) that occurs in Real-Time. This process tracks and pays back hourly primary Inadvertent as it occurs. Each BAs Inadvertent Interchange balance is tracked by the WECC Interchange Tool (WIT). WIT allows WECC and NERC to track the entire Interconnection's Inadvertent, showing all BAs individual and collective contribution. The sum of all the accumulated Inadvertent Interchange within the Interconnection should equal zero. Inadvertent reporting requirements are discussed in more detail in Section 3.2 above, NERC BAL-004-WECC, NERC Reliability Guideline - Inadvertent Interchange and the WECC ISAS After-the-Fact Manual.

WIT Interconnection Administrator Actions

1. **Update** annually, the correct WECC frequency bias in the ACE data display.

   Note: It must be scheduled at the required specific time with all other BAs, using the most recent NERC frequency bias document.

2. **Ensure** all data is filled in and is correct in WIT. The correct data, date, and time for the update comes from NERC.

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WIT Interconnection Administrator Actions
3. With written BA permission,   • **Update** the frequency bias and L$_{MAX}$ for BAs that have system errors when attempting to populate the WIT.

BA Actions

1. **Update** at the NERC specified date and time annually, the correct frequency bias and L$_{MAX}$ as reported by NERC in the WIT ATEC Base Data display, after it is unlocked.
2. **Ensure** the data is filled in <u>and</u>
3. **Correct**, per latest version of the NERC frequency bias document, located in the annual NERC Announcement:
 	
   BAL-003-2 Frequency Bias Setting and L$_{10}$ Values for 20XX Implementation Posting Announcement.
 	
   The document provides the final settings for the year in accordance with Standard BAL-003-2 R2, R3 and R4.
 	
4. **Confirm** with the WIT Interconnection Administrator that the entry is correct

3.4. Delta Time Error (∆TE)

RC West EMS sends one value to WIT via EIDE upload, which is considered the Primary value. WIT also gets a value from WACM as a communication redundancy, which is called the BU1. Avista is providing the BU2 value to WIT, which is an independent calculation of time error.

WIT Interconnection Administrator Actions

1. **Ensure** ∆TE values in WIT Primary Inadvertent display match.
2. If values don't match,
    • **Analyze** the situation <u>and</u>
    • **Determine** if a different ∆TE value should be used.
    • If ∆TE needs to be corrected,
        ○ **Modify** primary ∆TE record in WIT.
3. **Request** RC West Reliability Coordinator to send a GMS message if there was a ∆TE correction, and for BAs to make an adjustment accordingly.

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3.5. Adding and Removing BAs in the WIT

New BA, Dissolution of a BA, or Footprint Change

WIT BA Data Administrator Actions
1. **Ensure** that new BAs perform the necessary changes.   2. **Follow** the NERC Reliability Guideline - Inadvertent Interchange, Creation of Balancing Authorities section for new BAs.   3. **Follow** the NERC Reliability Guideline - Inadvertent Interchange, Dissolution of Balancing Authorities section for the dissolution of BAs.

3.6. User Profile/Provisioning

Adding and removing user names of entities.

WIT BA Data Administrator Actions
1. **Coordinate** with entity and OATI to **help facilitate** user name change.

BA Actions
1. **Manage** the addition and removal of user names for their BA with OATI Help Desk.

3.7. WIT User Management

OATI will evaluate the number of WIT total user names no less than annually, and remove user names if there has been no activity within one year.

Total WIT users must be managed within 600 user names. The WIT Interconnection Administrator will receive notification from OATI when the 600 user name limit is reached. The WIT BA Data Administrators will be notified to work with their BAs to relinquish user names to reduce total user names below 600.

WIT Interconnection Administrator Actions
1. **Receive** notification from OATI if the number of user names exceed the WIT total user names of 600.   2. **Receive** notification from OATI if the number of BAs exceed the WIT total number of BAs of 40.   3. **Receive** the list of WIT user names with their last date of activity from the WIT Vendor.   4. **Notify** WIT BA Data Administrators to coordinate with their BAs to relinquish WIT user names when limit exceeds 600.

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WIT BA Data Administrator Actions
1. **Coordinate** with their BAs to **reduce** user names to not exceed the WIT total user names of 600. 2. **When** requested by the WIT Interconnection Administrator, **report** the number of user names in BAs.

BA Actions
1. **Evaluate** <u>and</u> **manage** number of WIT user names for their BA no less than annually.

Expected WIT Vendor Actions
1. **Evaluate** number of WIT total user names no less than annually. 2. **Notify** WIT Interconnection Administrator if the WIT 600 user name limit is reached. 3. **Notify** WIT Interconnection Administrator if the WIT 40 BA limit is reached. 4. **Provide** the list of WIT user names with their last date of activity. 5. **Before** submitting an invoice to the WIT Interconnection Administrator,   • **Remove** user names that have had no activity within the last year.

3.8. WIT to Western Renewable Energy Generation Information System (WREGIS) Connections

Assist OATI in the resolution of WIT to WREGIS connections. The WECC WREGIS is an independent, renewable energy tracking system for the region covered by WECC. WREGIS tracks renewable energy generation from units that register in the system by using verifiable data and creating renewable energy certificates (REC) for this generation. WREGIS website receives WIT data from tags on the seventh (7th) of every month for the previous month.

WIT Interconnection Administrator Actions
1. **Assist** OATI with any WIT to WREGIS connection issues.

Expected WIT Vendor Actions
1. **Resolve** any WIT to WREGIS connection issues.

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3.9. WIT Working Group (WITWG) Meetings

The Joint RC Executive Committee will approve the future charter and any revisions of the WITWG.

3.9.1. Facilitation of WITWG Meetings

WIT Interconnection Administrator Actions

1. **Determine** and **post** agenda and meeting notes that should include:
   - WIT Schedule Change Requests: **include** why or why not schedules were changed.
   - Variances
   - BA-driven enhancements
   - OATI-driven enhancements
   - Annual bias setting and L_{MAX} in WIT
   - Footprint changes
   - Other agenda items requested by WIT BA Data Administrators
2. **Provide** a voting forum for requested enhancements.
3. **Report** and **provide** updates on OATI driven enhancements.
4. **Report** and **provide** updates on variances.
5. **Provide** a reminder for annual bias setting and L_{MAX} in WIT.

WIT BA Data Administrator Actions

1. **Report** WIT Schedule Change Requests and **include** why or why not schedules were changed.
2. **Report** inadvertent discrepancies.
3. **Report** any footprint changes.
4. **Report** any user name management issues.
5. **Report** known variances and **provide** updates.
6. **Report** requested enhancements and **include** business reason.

BA Actions

1. **Attend** and/or **provide** WIT users to WITWG meetings.
2. **Contribute** to the WITWG meetings.
3. **Report** any issues with inputting annual frequency bias and L_{MAX} values.
4. **Send** any updated contact information to the WIT Interconnection Administrator.

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3.9.2. WIT Multiple Affected Parties Variance Resolution Facilitation

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WIT Interconnection Administrator Actions

1. **Report** potential WIT variances that affect multiple parties to WITWG.
2. **Facilitate** User Acceptance Testing (UAT) and communication of release notes supplied by the WIT Vendor with WIT BA Data Administrators and impacted BAs.

WIT BA Data Administrator Actions

1. **Collect** and **validate** potential WIT variances that affect multiple parties to WITWG.
2. **Initiate** troubleshooting with WIT Vendor.
3. **Coordinate** with WIT Interconnection Administrator to **facilitate** UAT and communication of WIT Vendor supplied release notes to other WIT BA Data Administrators and impacted BAs.
4. **Participate** in UAT.

BA Actions

1. **Report** potential WIT variance to the OATI Help Desk.
2. **Report** potential WIT variance that affect multiple parties to your WIT BA Data Administrator.
3. **Participate** in troubleshooting to **validate** and **determine** if the issue affects multiple parties.
4. **Verify** WIT Vendor supplied release notes includes the resolution of the variance.
5. **Report** any concerns.
6. **Contribute** and **participate** in UAT.

Expected WIT Vendor Actions

1. **Receive** potential WIT variances and **provide** resolution.
2. **Communicate** variances that affect multiple parties to WIT Interconnection Administrator, WIT BA Data Administrators, and impacted BAs.
3. **Conduct** WIT system and regression testing when the variance has been fixed.
4. **Provide** release notes to WIT Interconnection Administrator, WIT BA Data Administrators, and all BAs for variances that affect multiple parties.
5. **Coordinate** and **conduct** UAT with WIT Interconnection Administrator, WIT BA Data Administrators, and impacted BAs for variances that affect multiple parties.
6. **Communicate** UAT results to WIT Interconnection Administrator, WIT BA Data Administrators, and all BAs for variances that affect multiple parties.
7. **Create** and **send** report of variances that affect multiple parties to Joint RC Executive Committee, WIT Interconnection Administrator, and WIT BA Data Administrators.

Joint RC Executive Committee Actions
1. **Receive** variance report from WIT Vendor.

3.9.3. WIT Enhancement Facilitation – OATI driven

WIT Interconnection Administrator Actions
1. **Report** OATI driven enhancements to WITWG. 2. **Facilitate** User Acceptance Testing (UAT) and communication of WIT Vendor supplied release notes with WIT Interconnection Administrator, WIT BA Data Administrators, and impacted BAs.

WIT BA Data Administrator Actions
1. **Coordinate** with WIT Interconnection Administrator to **facilitate** UAT and communication of WIT Vendor supplied release notes to WIT BA Data Administrators and impacted BAs. 2. **Participate** in UAT.

BA Actions
1. **Read** WIT Vendor supplied release notes. 2. **Report** any concerns. 3. **Contribute and participate** in UAT.

Expected WIT Vendor Actions
1. **Communicate** enhancements to Joint RC Executive Committee, WIT Interconnection Administrator, WIT BA Data Administrators, and all BAs. 2. **Conduct** WIT system and regression testing. 3. **Provide** release notes to WIT Interconnection Administrator, WIT BA Data Administrators, and all BAs. 4. **Coordinate** and **conduct** UAT with WIT Interconnection Administrator, WIT BA Data Administrators, and impacted BAs. 5. **Communicate** UAT results to Joint RC Executive Committee, WIT Interconnection Administrator, WIT BA Data Administrators, and all BAs. 6. **Receive** approval from Joint RC Executive Committee prior to production deployment.

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Joint RC Executive Committee Actions
1. **Assess** OATI driven enhancements. 2. **Assess** UAT results. 3. **Provide** production deployment approval.

3.9.4. WIT Enhancement Facilitation – BA driven

WIT Interconnection Administrator Actions
1. **Report** BA driven enhancements to WITWG. 2. **Provide** a voting forum for requested enhancements. 3. **Collect** <u>and</u> **report** results of enhancement votes from all BAs to WITWG. 4. **Submit** enhancement requests with business reasons and voting results to the Joint RC Executive Committee. 5. **Facilitate** approved enhancement requirements clarification(s) with requesting BA(s) WIT BA Data Administrator and WIT Vendor Manager. 6. **Facilitate** User Acceptance Testing (UAT) and communication of release notes **with** WIT BA Data Administrators and impacted BAs.

WIT BA Data Administrator Actions
1. **Collect** BA driven enhancements with business reasons. 2. **Report** requested enhancements to WIT Interconnection Administrator to submit to Joint RC Executive Committee. 3. **Participate** in clarifications of approved enhancement requirements with other WIT BA Data Administrator and WIT Vendor Manager. 4. **Coordinate** with WIT Interconnection Administrator to **facilitate** UAT and communication of WIT Vendor supplied release notes for approved enhancements.

BA Actions
1. **Report** <u>and</u> **provide** business reasons for WIT enhancement requests to WIT BA Data Administrator. 2. **Provide** approved enhancement requirements clarification(s) with WIT BA Data Administrator and WIT Vendor. 3. **Participate** in voting for all enhancements. 4. **Read** WIT Vendor supplied release notes. 5. **Report** any concerns. 6. **Contribute** <u>and</u> **participate** in UAT.

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Expected WIT Vendor Actions
1. **Communicate** enhancements to Joint RC Executive Committee, WIT Interconnection Administrator, WIT BA Data Administrators, and all BAs.
2. **Conduct** WIT system and regression testing.
3. **Provide** release notes to WIT Interconnection Administrator, WIT BA Data Administrators, and all BAs.
4. **Coordinate** <u>and</u> **conduct** UAT with WIT Interconnection Administrator, WIT BA Data Administrators and impacted BAs.
5. **Communicate** UAT results to Joint RC Executive Committee, WIT Interconnection Administrator, WIT BA Data Administrators, and all BAs.
6. **Receive** approval from Joint RC Executive Committee prior to production deployment.

Joint RC Executive Committee Actions
1. **Assess** requested enhancements.
2. **Provide** approval or reasons for denial with reason of the requested enhancements.
3. **Assess** UAT results.
4. **Provide** production deployment approval.

3.9.5. WITWG Updates at ISAS Meetings

WIT Interconnection Administrator Actions
1. **Create** presentation <u>and</u> **present** at all ISAS Meetings. Topics should include:
• Reminder of Annual WECC Frequency Bias and L_{MAX} Settings
• WIT User Management status

WIT BA Data Administrator Actions
1. **Create** presentation <u>and</u> **present** at all ISAS Meetings. Topics should include:
• WITWG activities/discussions of interest
• WIT Schedule Change Request report
• Updates on any variances or enhancements
• BA or Footprint changes

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BA Actions
1. **Provide** information to the WIT BA Data Administrator and WIT Interconnection Administrator about their BAs reportable items that should include: • WIT Schedule Change Request report   • Updates on any variances or enhancements   • BA or Footprint changes

4. Supporting Information

Operationally Affected Parties

Shared with the Public.

References

NERC Requirements	BAL-003-2 Frequency Response and Frequency Bias Setting BAL-004-WECC-3 Automatic Time Error Correction
WECC Criterion	INT-008-WECC-CRT-4 Treatment of Dynamic Transfer Request for Interchange (RFI) INT-016-WECC-CRT-5 Data Submittal INT-020-WECC-CRT-4 Interchange Schedule Backup Process INT-021-WECC-CRT-3 Interchange Software Checkout Confirmation
Other References	WECC After-the-Fact Manual WECC Interchange Tool (WIT) Checkout Guidelines WECC After-the-Fact Tagging Guideline WECC Guideline for Reconciling Inadvertent Interchange Reporting Discrepancies NERC Reliability Guideline - Inadvertent Interchange

Definitions

The following terms capitalized in this Operating Procedure are in accordance with the NERC Glossary, and/or otherwise when used are as defined below:

Involved Parties	**Description**
WECC MIC	Market Interface Committee: Advises and makes recommendations to the Board and WECC CEO on the development of consistent market

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Involved Parties	Description
	interface practices and compatible commercial practices related to reliability within the Western Interconnection.
WECC ISAS	Interchange Scheduling and Accounting Subcommittee: Develops scheduling, tagging and accounting practices and procedures among participants in the Western Interconnection. Subcommittee of MIC.
WECC ATFWG	After-the-Fact Work Group: Researches and facilitates resolutions to identified After-the-Fact (ATF) energy accounting issues that arise among participants that use the Bulk Electric System in the Western Interconnection to maintain load-interchange-generation balance. Work Group of ISAS.
CERTS	Consortium for Electric Reliability Technology Solutions, the NERC Inadvertent Interchange Reporting Tool. Receives inadvertent information from WIT.
EPG	Electric Power Group: NERC Inadvertent Interchange Reporting Tool/CERTS Vendor.
OATI	Open Access Technology, Inc.: WIT Vendor.
WIT	WECC Interchange Tool: See Purpose section for description of WIT.
WREGIS	WECC Western Renewable Energy Generation Information System: Receives information from WIT, no action for the WIT Administrators. See Section 3.8 for description of WREGIS.

Version History

Version	Change	Date
1.0	Initial Document, under review.	9/17/19
1.1	Periodic Review: Section 3.1: Minor updates to BA Actions 1 and 2 for clarification. Section 3.8: Added reference to the 7th of every month. Removed Appendix references throughout that are not applicable. Updated NERC Requirements and WECC Criterion. Updated Appendix section to include Procedure Attachment RC0540A and Appendix A diagram. Minor formatting and grammar updates.	3/24/22
1.2	Periodic Review: Minor formatting and grammar edits throughout. Minor edits in Section 3.1 for adjustment "up or" down and updated from ISO to CAISO. Updated WECC Criterion under References section. Updated Appendix A to reflect current structure.	5/01/25

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5. Periodic Review Procedure

Review Criteria & Incorporation of Changes

There are no specific review criteria identified for this document.

Frequency

Review at least once every three years.

Appendix

RC0540A RC West WIT Schedule Change Process

Appendix A: Executive Committee and Working Group Structure

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