

## **INSTRUCTIONS TO THE REPORTING FORM FOR GENERATING CAPACITY REPORTS**

### **Who must file the report?**

Each person, power generation company, municipally owned utility, electric cooperative, and river authority that owns generation facilities and offers electricity for sale in this state must file a generating capacity report. A utility that is subject to Public Utility Regulatory Act (PURA) §39.102(c) does not have to file generating capacity reports until the end of its rate freeze.

### **When should the report be filed?**

Parties shall file generating capacity reports with the Commission by the last working day of February of each year. The report information shall be based on the immediately preceding calendar year. Filings shall be made using the form prescribed by the Commission.

### **Definitions**

The following words and terms shall have the following meanings unless the context clearly indicates otherwise:

- **Generating facility** – All generating units located at, or providing power to the electricity-consuming equipment at an entire facility or location.
- **Nameplate rating** – The full-load continuous rating of a generator under specified conditions as designated by the manufacturer.
- **Summer net dependable capability** – The net capability of a generating unit in megawatts (MW) for daily planning and operational purposes during the summer peak season, as determined in accordance with requirements of the reliability council or independent organization in which the unit operates.

### **Capacity ratings**

Generating unit capacity shall be reported at the summer net dependable capability rating except as follows:

- Renewable resource generating units that are not dispatchable will be reported at the actual capacity value during the most recent peak season, and the report will include data supporting the determination of the actual capacity value; and
- Generating units that will be connected to a transmission or distribution system and operating within 12 months will be rated at the nameplate rating.

**Reporting procedures**

Reports shall be made by completing the form approved by the commission, which shall be verified by oath or affirmation and signed by an owner, partner, or officer of the reporting party under whose direction the report was prepared. The report form may be obtained from the Commission's Central Records Division or downloaded from the Commission website at <http://www.puc.state.tx.us>. Information may be inserted in the form electronically. As necessary, reply spaces may be expanded and/or rows may be added to the tables in order to provide the information requested.

The reporting party may designate answers or documents that it believes to contain confidential information. Information designated as confidential will be treated in accordance with the standard protective order issued by the Commission applicable to Generating Capacity Reports and Procedural Rule §22.71(d).

Subject to the Commission's Procedural Rules, the completed report should be filed with the Public Utility Commission of Texas, Attention: Filing Clerk, Public Utility Commission of Texas, 1701 N. Congress Avenue, P.O. Box 13326, Austin, Texas, 78711-3326. Submit four (4) copies, including the original, unless portions of the Generating Capacity Report are designated as confidential, in which case the reporting party shall file two copies under seal with the Filing Clerk.

Upon review of the submitted report, Commission staff may contact the submitting party's representative for clarification of any information contained in the report. The reporting form provides a place to show the name, company affiliation, and telephone number of the person to be contacted for clarification of information.

***TABLE 1***

Provide the requested information for any generating facilities that are located in the Electric Reliability Council of Texas (ERCOT) or in the reliability councils (or power regions) not entirely within the state: the Southeastern Electric Reliability Council (SERC), the Southwest Power Pool (SPP), and the Western Systems Coordinating Council (WSCC). For SERC, SPP, and WSCC, the information should be provided for the Texas portion of the reliability council as well as the total reliability council. Capacity information should be provided in megawatts (MW). Energy information should be provided in megawatt-hours (MWh). In Line 6 of Table 1, provide the capacity that is under contract for one year or more.

***TABLE 2***

Provide the information using one row of the table for each generating facility. Facility capacity consists of the sum of the capacity ratings of the individual generating units located at the facility. Location refers to the county in Texas in which the generating facility is located. Utility Service Area refers to the name of the utility with which the generating facility is interconnected. Reliability council refers to the region of the North American Electrical Reliability Council in

which the generating facility is located. If the area in which the generating facility has been designated as a transmission congestion zone, identify the congestion zone.

***TABLE 3***

Provide the information using one row of the table for each generating unit. Generating unit name refers to the name or number designation of each unit within a facility. Unit capacity should be the summer net dependable capability in megawatts (MW) as defined in these instructions. Annual generation should be reported in megawatt-hours (MWh). Technology of natural gas generator should be a brief description such as “combined cycle.”

***TABLE 4***

Provide the requested information in the space below each question. If the form is being filled in electronically, the space may be expanded down the page as necessary to provide the response. In response to question number four, attach copies of any applications to the Texas Natural Resources Conservation Commission (TNRCC) for a permit for the emission of air contaminants related to grandfathered units. (It is not necessary to attach a TNRCC application if it was attached to a previous year’s Generating Capacity Report.) In addition, attach a written description of the progress made since the last Generating Capacity Report on achieving approval of each such TNRCC permit.

***AFFIDAVIT***

Provide the notarized affidavit by an owner, partner, or officer of the reporting party under whose direction the report was prepared.