



You must have an EIA Data xChange account to use these instructions

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HOURLY AND DAILY BALANCING AUTHORITY OPERATIONS REPORT DATA xCHANGE TRANSMITTAL INSTRUCTIONS EIA-930

QUESTIONS

If you have any questions about this U.S. Energy Information Administration (EIA) survey after reading the instructions, please contact the EIA Customer Care Center at 1-855-EIA-4USA (1-855-342-4872). The email address is eia4usa@eia.gov.

REQUIRED RESPONDENTS

All entities in the contiguous United States that are listed in NERC's Compliance Registry as a balancing authority must post balancing authority operating information as required by this survey. Other than the Midcontinent ISO (MISO), registered balancing authorities that are parties to the coordinated functional registration agreement JRO00001 are exempt.

RESPONSE DUE DATE

At the beginning of each year, respondent contacts will receive an e-mail listing identification information, posting URL (including access instructions) and the list of directly interconnected balancing authorities to be verified. Additionally, respondents are required to inform EIA via e-mail seven business days prior to the effective date of any change in identification information, posting URL (including access instructions) or the list of directly interconnected balancing authorities.

Internet posting of data is to be made:

- Same-day: Hourly demand, within 10 minutes of the end of each operating hour or as soon as it is available within the hour after the operating hour. Please use "Same-Day" as the Posting Type in the data submission.
- Daily (by 7:00 a.m. Eastern Standard or Daylight Saving Time):
 - Yesterday's hourly demand, net generation, and total net actual interchange
 - Yesterday's hourly day-ahead demand forecast for today
 - Two days prior to today hourly net interchange with each directly connected balancing authority. Posted values for non-business days will be updated on the next business data, as needed.
 - Use "Daily" as the Posting Type in the data submission.

HOW TO SUBMIT

Same-day and daily postings are to be made using EIA's standard XML or CSV format. Respondents should either post files to their Internet website or submit the files to a secure website designated by EIA. The URL for the respondent's website and access information must be provided to EIA. As an alternative, respondents may arrange with EIA to set up automated file retrieval using business-to-business data transfer or web services technology. Contact EIA to discuss.

The daily posting files must remain available for one year.

SURVEY INSTRUCTIONS

Report hourly integrated values in megawatts. Dynamic transfers implemented as either pseudo-tie or dynamic schedules are not to be reported as actual interchange, but are to be included in the posted hourly value for balancing authority net generation.

HOURLY AND DAILY POSTING OPTIONS

Respondents have two options for transmitting data - either by posting files to their Internet website or by submitting the files to a secure website designated by EIA. Additionally, respondents have two file formats to choose from - a standard XML schema or a standard CSV format. Respondents with questions or concerns about these standard formats should contact the EIA Customer Care Center at 1-855-EIA-4USA (1-855-342-4872) or by email at eia4usa@eia.gov.

Respondent Posting Location: Hourly and daily data files can be posted on a respondent specified Internet website. The posting location must be available to EIA, and respondents may, at their discretion, provide the public with access to the posted files at this Internet address. Respondents preferring this method should contact EIA at eia4usa@eia.gov to provide access information to EIA.

EIA Posting Location: Hourly and daily data files can be submitted to a secure website designated by EIA. Respondents preferring this method should contact EIA at eia4usa@eia.gov to request access.

POSTING FILE NAMES

1. Posting entities are required to use the following standard file name for same-day posting of hourly demand:

"XX[X][X]samedaydemand.xml or .csv"

Where XX[X][X] refers to the posting balancing authority's two to four character ID code used to uniquely identify balancing authorities in the industry's e-tag interchange scheduling system. (A current list of balancing authorities and their e-tag ID codes is provided.) [Click here](#) to download the XSD and CSV file formats and XML Schema

file in the EIA Data xChange Community Portal. A sample file name using MISO as an example is provided below:

“MISOsamedaydemand.xml”
or
“MISOsamedaydemand.csv”

2. Posting entities are required to use the following standard file name for the daily posting:

“XX[X][X]dailyDDDDYYYY.xml or .csv”

Where XX[X][X] refers to the balancing authority's two to the four-character ID code used to uniquely identify balancing authorities in the industry's e-tag interchange scheduling system. The file name ends with the posting date in DDDYYYY date format. Posting date means the actual day of year number (DDDDYYYY) the file was posted or submitted. A sample file name using MISO daily posting for March 1, 2014 as an example is provided below:

“MISOdaily0602014.xml”
or
“MISOdaily0602014.csv”

POSTING SCHEDULE

1. A single file should be used for the same-day hourly demand posting. New hourly values are added to the file each hour. The posted file starting the next day would only have the value for the hour ending at 1:00 a.m. (previous day values are dropped).

This file must use a standard file name that does not change from day-to-day or hour-to-hour, as specified in the immediately preceding section. For each hour of the day, hourly integrated demand is to be posted within ten minutes of the end of the operating hour or as soon as it is available, within the hour.

2. A single file should be produced each day for the daily posting that includes hourly demand, net generation and total net actual interchange for the prior day, as well as the prior day's day-ahead demand forecast for today and the verified net actual interchange with each directly connected balancing authorities from two days prior. This file is to be posted by 7:00 a.m. Eastern Standard or Daylight Saving Time each day.

This file must use a standard file name format as specified in the immediately preceding section. This daily file is to remain available at the posting location for one year.

On non-business days, net actual interchange values with each directly connected balancing authority will continue to be posted and these values in the file will be updated on the next business data once verified, as needed.

POSTING FORMAT

1. The posting files are to be in a standard [XML schema or CSV file format](#).
2. The CSV file record layout for both the same-day and next-day posting files must contain a header row with these

fields:

Survey Name, Posting Type, Balancing Authority Code, Interconnected Balancing Authority Code, Type, Date, UTC Offset, HR1, HR2, HR3, HR4, HR5, HR6, HR7, HR8, HR9, HR10, HR11, HR12, HR13, HR14, HR15, HR16, HR17, HR18, HR19, HR20, HR21, HR22, HR23, HR24, HR25

WHERE:

Survey Name: This is a standard required field. Please use “EIA-930” as the response.

Posting Type: This is a standard required field. For the same-day file, use “Same-Day” and for the daily file, use “Daily”

Balancing Authority Code: Is the two to four character balancing authority code “XX[X][X]” for the posting balancing authority used in the industry's e-tag interchange scheduling system to identify balancing authorities. (A current list of balancing authorities and their e-tag ID codes is provided on the [EIA Data xChange Community Portal](#).)

Interconnected Balancing Authority Code: This field is only reported on the daily posting file and only when the “type” is DIBA (see “type” below). It is the two to four character balancing authority code “XX[X][X]” for the interconnected balancing authority used in the industry's e-tag interchange scheduling system to identify balancing authorities. (A current list of balancing authorities and their e-tag ID codes is provided on the [EIA Data xChange Community Portal](#).)

Type: UTC0 = Coordinated Universal Time for the reported time-date stamp for an hour on the reporting day. For example, March 1, 2014, 1:00 AM eastern standard time (with UTC Offset = 5) should be represented as: 2014-03-01T06:00:00.000Z.

UTC1 = Coordinated Universal Time for the reported time-date stamp for an hour on the day prior to the reporting day. This type is not reported on the same-day file.

UTC2 = Coordinated Universal Time for the reported time-date stamp for an hour on the day two days prior to the reporting day. This type is not reported on the same-day file.

D = demand

DF = day-ahead demand forecast, only reported on the daily file

NG = net generation, only reported on the daily file

TI = total net actual interchange, only reported on the daily file

DIBA = this type is used when reporting interchange with directly interconnected balancing authorities and is only reported on the daily file.

DATE: The date format should be set as DDDYYYY day of year number. The value for Date depends on the type of reported data. The date for same-day hourly demand is the date for that day. The date for yesterday's hourly demand, net generation, and total net actual interchange is the date for the previous day. The date for the day-ahead demand forecast is the same as the date for that day. The date for net actual interchange with directly interconnected

balancing authorities is the date two days before the day. Note that leading zeros are not visible within a CSV format. For example, January 1, 2014 will appear as 12014 within the cell, January 10 as 102014, and so on.

UTC OFFSET: The Coordinated Universal Time (UTC) Offset field contains an integer value between 4 and 8 that is the UTC hour associated with the first hour field for that date. Use the table below for the time zone and Standard or Daylight Saving Time. (For the daily file on the second Sunday in March when standard time turns to daylight savings time, use the offset for daylight savings time. On the first Sunday in November when time turns from daylight savings time to standard time, use the offset for standard time.)

COORDINATED UNIVERSAL TIME OFFSET

U.S. Time Zones	Standard Time	Daylight Savings Time
Eastern	5	4
Central	6	5
Mountain	7	6
Pacific	8	7

HR#: One value for each hour ending with the indicated value (e.g., HR5 is hour ending 5). HR25 has been provided in the CSV sample but should only be used on the first Sunday in November when time turns to Standard time resulting in a 25th hour on that date. When time turns to Daylight Savings on the second Sunday in March, HR24 will be blank when there are only 23 hours of data to report on.

The values for demand and net generation are always positive. The value of interchange can be positive or negative. Positive interchange indicates that the electricity is flowing out of the respondent’s balancing authority. Negative interchange indicates that the electricity is flowing into the respondent’s balancing authority.

A sample CSV file format with sample data illustrating same-day hourly demand and time stamp submission and daily hourly demand, demand forecast, net generation, total interchange, interchange with directly interconnected balancing authorities, and time stamps is available for download at the [EIA Data xChange Community Portal](#).

SANCTIONS

The timely submission of Form EIA-930 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a penalty of not more than \$2,750 per day for each civil violation, or a fine of not more than \$5,000 per day for each criminal violation. The government may bring a civil action to prohibit reporting violations, which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to

comply with these reporting requirements.

Title 18 U.S.C. 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

In the case of the EIA-930, EIA will not pursue sanctions if mechanical failure or other factors beyond the control of the respondent cause a failure to report.

DISCLOSURE OF INFORMATION

The following information reported on this survey will be protected and not disclosed to the public, to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the Department of Energy (DOE) regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905:

- All information associated with the “Survey Contact” and the “Supervisor of Contact Person for Survey”

All other information reported on Form EIA-930 is public information and may be publicly released in company identifiable form.

REPORTING BURDEN

Public reporting burden for this collection of information is estimated as an annual average to be 48 hours per respondent, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Energy Information Administration,

Office of Survey Development and Statistical Integration, EI-21 Forrestal Building, 1000 Independence Avenue S.W., Washington, D.C. 20585-0670; and to the **Office of Information and Regulatory Affairs, Office of Management and Budget**, Washington, D.C. 20503. A person is not required to respond to the collection of information unless the form displays a valid OMB number.