

APPLICATION GUIDE

Guide for Demand Response Service Provider – NEM - change or classify new Wholesale Demand Response Units

This guide is to be used in conjunction with the PMS User Guide when making applications through the Portfolio Management System (PMS) and is not to be altered without the prior consent of AEMO.

Disclaimer

This Application Guide (Guide) is made available to you on the following basis:

Purpose This Guide has been produced by the Australian Energy Market Operator Limited (AEMO) for the purposes of clause 2.1.3 of the National Electricity Rules (NER or Rules) to provide information about the process for becoming registered as a Participant in the National Electricity Market (NEM) as at the date of this publication.

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Rules terms

Terms defined in the Rules are italicised, and have the same meaning, when used in this Guide. Any failure to italicise such a term in this Guide does not change its meaning under the Rules, unless this Guide specifies otherwise.

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Contents

1.	Introduction	5
1.1	Purpose of this guide.....	5
1.1.1	Requirement to classify WDRU	6
1.2	Documents to be submitted.....	6
1.2.1	Supporting Information	6
1.2.2	Zip file contents - WDRU	6
1.2.3	Zip file examples.....	6
1.3	Fees	7
1.3.1	Registration Fee	7
1.3.2	Participant Fees	7
2.	Registration Procedure	8
3.	Submitting an application.....	9
3.1	Declarations.....	9
3.2	Obligations and compliance.....	10
3.3	Loading a Zip file.....	11
3.3.1	Identifiers.....	11
3.3.2	Zip file.....	13
4.	Supporting information	15
4.1.1	Contact Details	15
4.1.2	System Preparedness	15
4.1.3	Information on control equipment	15
4.1.4	WDRU aggregation information	15
4.1.5	Other supporting information	16
Appendix A.	WDRU_NMI	17
Appendix B.	WDRU_Group	19
Appendix C.	WDRU_NMI_ExclusionDay	23
Appendix D.	Contact Definitions	24
Appendix E.	Contact Details	25
Appendix F.	CSV Examples	27

1. Introduction

This Application Guide (Guide) has been developed to help those completing an application using the Portfolio Management System (PMS).

If you require any further assistance, please contact onboarding@aemo.com.au or phone 1300 236 600 (International callers dial +61 3 9609 8000).

1.1 Purpose of this Guide

This Guide steps through the requirements for application to ensure that Applicants understand the information which is required to complete an application via the PMS.

The Portfolio Management System User Guide is published as an online help in the PMS. The User Guide contains instructions on how to use PMS and should be used in conjunction with this Application Guide.

AEMO will only process an application which meets all of the application information criteria and which contains all of the required attachments.

Note: You should not use this Guide if you are not a registered DRSP and do not have an existing portfolio in PMS.

This Guide covers the following application types:

- New WDRU: to classify *qualifying load* as *wholesale demand response unit* (WDRU) in a new region or *qualifying load* forecasting area, and aggregate if applicable. This can also be used if you are already a DRSP, in respect to ASU only, and now want to classify *qualifying load* as a WDRU.
- Amend WDRU: to amend your current WDRU portfolio, including to:
 - Classify additional *qualifying load* as *WDRU* to provide new *wholesale demand response* and aggregate it with your existing group (the word "group" is used interchangeably with "DUID" in this Guide).
 - Amend *bid validation data*.
 - Move a NMI which is already classified as WDRU from one DUID to another DUID and aggregate the NMI with the new or existing group, as the case may be.
 - Declassify a NMI from your existing group along with other amendments. This cannot be your last NMI for that group.
 - The declassification effective date will be the date you have nominated in your application to AEMO, not the registration approval date of the application. The nominated declassification effective date must be within 14 days of the submission of the application to AEMO.
 - You must provide a formal letter to confirm NMIs within the DUID are to be declassified, as well as the declassification effective date.
 - If you move all your classified NMIs from one DUID to another, then the initial DUID will be made inactive and can no longer be used.

This Guide does not cover the declassification of all your *qualifying loads* as a DRSP. In this case please refer to the [AEMO website](#).

The process for amending the Baseline methodology only is also progressed through the PMS, however this is not a registration process and will be managed by WDR Operations team.

1.1.1 Requirement to classify WDRU

Under clause 2.3.6(a) of the *Rules*, a person must apply to AEMO to classify a *qualifying load* as a WDRU.

1.2 Documents to be submitted


Applicants will need to submit documents as evidence of their eligibility for registration. These requirements may vary depending on the application request.


1.2.1 Supporting Information

Applicants who apply to classify a new *qualifying load* as a WDRU or amend their existing portfolio of WDRUs will need to provide information to AEMO to support their application. This includes, but is not limited to:

- Contact Details.
- System Preparedness.
- Information on Control Equipment.
- WDRU Aggregation information, including DNSP endorsement required by the WDR Guideline.
- Other supporting documents.

The maximum file size limit is 20mb. Please split the document into manageable sizes to load directly into PMS.

 Please ensure the relevant documents are clearly identified and numbered sequentially (for example: "Information on Control Equipment-1"). The filename cannot be greater than 40 characters.

 Where changes to supporting information are required, the file name must reflect the change ("Information on Control Equipment-1" to "Information on Control Equipment-2").

1.2.2 Zip file contents - WDRU

Applicants applying to classify WDRU, or to amend their existing portfolio of WDRUs, will load into PMS a zip file which contains information that pertains to each DUID. This zip file is the application to AEMO. This zip file must only include:

- [WDRU Group.csv](#)
- [WDRU NMI.csv](#)
- [WDRU NMI ExclusionDay.csv](#)

If information is to be changed within a csv, then the csv file name must remain the same, however the version field must be updated sequentially within WDRU_Group csv.

If supporting information is included in the zip file, then the zip file will be rejected.

The csv filenames must never change, as they are required to allow automated system processes and validation to avoid unnecessary delays in the assessment process.

1.2.3 Zip file examples

The following are examples of expected zip file configurations:

Example 1. A DRSP applying to classify a WDRU and aggregate, if applicable, using one DUID (group), will submit one zip file which contains the information that is outlined in Section 1.2.2 only.

Example 2. A DRSP applying to classify a WDRU and aggregate, if applicable, using two separate DUIDs (groups), will submit two zip files (one for each DUID (group)), each with the information that is outlined in Section 1.2.2 only.

Example 3. A DRSP has applied to classify a WDRU and aggregate, if applicable, using two separate DUIDs (groups). AEMO has assessed the application and requested further information and/or clarification. To provide this information/clarification, the DRSP must:

- Load the relevant updated documents directly into PMS. Supporting documents must reflect the fact that the document has been updated e.g.: "Information on Control Equipment-1" to "Information on Control Equipment-2".
- Load the corrected csv contained within the zip file. The entire zip file as outlined in Section 1.2.2 is to be re-uploaded into PMS. If information is to be changed within a csv, then the csv file name must remain the same, however the version field must be updated sequentially within the WDRU_Group csv.

Example 4. A DRSP has applied to classify the same *connection point* as both a WDRU and ASU, and aggregate if applicable, using one DUID (group). This is considered a rare scenario, which the applicant must discuss with AEMO prior to applying to classify. The applicant must provide the information which is outlined in Section 1.2.1 into PMS individually and a zip file which contains the information that is outlined in Section 1.2.2.

Note: To ensure that your zip file is in the form prescribed by AEMO, you must take care to ensure that:

- The csv filename has not been changed.
- Headers within the csv are not removed/modified/added,
- The required formatting within the csv has been used. Refer to Appendices A, B and C.
- The three csv files must remain in the zip, even if there are no changes.
- The maximum zip file size is 20mb. Only if the zip file limit has been reached can supporting information be submitted to AEMO via email.
- neither zip nor csv is to be password protected.

1.3 Fees

1.3.1 Registration Fee

All Applicants for registration must pay a Registration fee in accordance with AEMO's currently published [fee schedule](#).

After the initial receipt and processing of the Form, AEMO will send a tax invoice to the applicant for payment. The registration fee can be paid by EFT. You should provide a remittance advice from your bank once payment has been lodged.

Please note that assessment of an application will not be completed without confirmed payment of the registration fee.

Each additional WDRU DUID which is subject to the registration application is charged an additional fee.

1.3.2 Participant Fees

Clause 2.11.1(b)(2) of the *Rules* provides that *participant fees* should recover the budgeted revenue requirements for AEMO. Clause 2.11.1(b)(3) provides that the components of *participant fees* charged to each *registered participant* should be reflective of the extent to which the budgeted revenue requirements for AEMO involve that *registered participant*.

You should refer to the AEMO website for a summary of the [AEMO budget and fees](#) that are currently applicable.

2. Registration Procedure

Chapter 2 of the *Rules* deals with registration. Each prospective Applicant must apply to AEMO for registration by using the relevant application form.

The classification procedure for an existing DRSP consists of the following steps:

Step 1 Submit your application to AEMO. Do this by loading, and then submitting the required zip file containing the required csv files and supporting information into PMS. Ensure every document is clearly identified and is numbered sequentially (for example: "Information on Control Equipment 1-1"), csv names do not change.

If the csv files are in a form which is not prescribed by AEMO, then you will not be able to submit your application and AEMO will be unable commence the assessment process.

For phone assistance, contact AEMO on 1300 236 600 (International callers dial +61 3 9609 8000).

Step 2 AEMO will receive your application via PMS once you submit it ("Receiving Date 1"). After Receiving Date 1, AEMO will send an invoice for payment by electronic funds transfer (EFT).

For information regarding participant fees, see Fees and Charges on the AEMO website, as well as section 1.3 above.

Step 3 AEMO will, within 5 *business days* of receiving your application, advise you of any further information or clarification which AEMO requires in support of your application (clause 2.3.6(c) of the *Rules*).

Step 4 You must supply the further information or clarification for AEMO's receipt within 15 *business days* of any request by AEMO under Step 3 (clause 2.3.6(d) of the *Rules*) ("Receiving Date 2"), by re-uploading information into PMS. If the further information or clarification is not provided to AEMO's satisfaction by Receiving Date 2, then you will be deemed to have withdrawn your application (clause 2.3.6(d) of the *Rules*).

Step 5 AEMO will within 15 business days of the later of Receiving Date 1 or Receiving Date 2, determine the classification application. If AEMO is reasonably satisfied of the relevant matters in clause 2.3D.1(e) of the *Rules*, AEMO will advise of the approval with:

- o Any terms or conditions of classification which AEMO considers to be necessary to ensure that the provisions of the *Rules* which apply to market ancillary services can be met; and
- o An effective date of the classification, which will be determined considering AEMO's software change management process.

If AEMO rejects your application, you will be notified of the reason(s) (Clause 2.9.2(c) of the *Rules*).

Note: If your application only is to aggregate previously-classified WDRUs, then AEMO will reply within 20 business days of your complete application, setting out whether your application is to be approved and the conditions which apply to that proposed approval (clause 3.8.3(e) of the *Rules*).

Note: Regardless of the outcome, AEMO's application processing activities and timeframes are the same and carry the same overheads. Accordingly, fees and charges are non-refundable.

3. Submitting an application

The PMS User Guide sets out information on how to submit the application via PMS. This section discusses the information which you must consider when you apply to AEMO.

3.1 Declarations

In PMS, each time you upload or reupload your application, you will be asked to confirm that the mandatory declarations from your initial DRSP applications are still true and valid, with specific declarations called out.

- You confirm that all declarations made in your initial DRSP application, including obligations and compliance declarations, continue to be true and valid, including the following:
 - You have read, understood, and can comply with the relevant NER clauses and AEMO policies and procedures, relevant to this application and the WDR service. This includes the Registration Application Guide, WDR Guidelines, WDR Dispatch Conformance Framework, Dispatch Operating Procedure and Baseline Eligibility Compliance and Metrics Policy as well as the PMS user guide.
 - You have the approval of your company to submit this application on their behalf, as your company's:
 - authorised officer;
 - delegate, appointed by your company's authorised officer; or
 - agent, appointed by your company's authorised officer.
 - Where applicable, you have the consent of the *retail customer* to access confidential metering information with respect to their *market connection point*. You understand that AEMO has the right to reject *baseline* exclusion days which may impact your *baseline* eligibility.

When you submit your application in PMS, you will be required to confirm that the following mandatory declarations. AEMO is particularly conscious that you must have end user consent prior to accessing data and to run PoL. Accordingly, AEMO will request this declaration twice. AEMO has intentionally not provided an 'accept all' declaration button as it is a requirement that you read and accept each declaration at the time of each application.

The full list of mandatory declarations to classify a *qualifying load* as a WDRU are that:

- The *connection point* is a *qualifying load*.
- The applicant has appropriate arrangements(s) in place at the relevant *connection point(s)* for the provision of WDR by means of the *connection point(s)*.
- The Applicant has the consent of the *retail customer(s)* at the relevant *connection point(s)* for the provision of WDR by means of the *connection point(s)*.
- The *connection point* is not a *market connection point* for a *scheduled load*.
- The *qualifying load* is served through a single *connection point* and does not comprise electrical equipment that can be switched between multiple *connection points*.
- The *qualifying load* comprises a single *connection point* or a *parent connection point* in respect of all its associated *child connection points* that are not *market connection points*.
- Five minute *metering data* must and will be provided before this *qualifying load* takes part in WDR dispatch.
- The *qualifying load* has not been classified as a WDRU or an ASU by a different person.
- The *qualifying load* is not subject to a *reserve contract* with AEMO.
- The *qualifying load* will not be offered as WDR at any time that it is *spot priced exposed*.

- You have, or have been waiting for the prescribed timeframe, for DNSP endorsement of any aggregation as required under the WDR guidelines.
- You acknowledge AEMO may impose such terms and conditions as AEMO determines, which you must comply with.
- You acknowledge that no changes (apart from a declassification request) will take effect until the AEMO approved effective date.
- *Dispatch bids* must reflect the real time availability of the WDRU, taking into account only the *qualifying loads* approved as WDRUs by AEMO and any request to declassify a NMI.
- A declassification request does not require approval, is system driven and is irreversible once submitted.
- The schedule 3.1 *bid validation data* submitted reflects any changes in this application and will be maintained and updated by you as soon as practical when operational conditions or classifications status changes occur.
- If you are declassifying a WDRU which will result in the remaining WDRU comprising <1MW, your *bid* must be updated to reflect 0MW.
- If you declassify all WDRUs in a Group, then you will be making the Group inactive and should set the *available capacity* to zero while AEMO processes the request.
- If you declassify all your WDRUs, then you will be deregistered as a DRSP.

If one or more of the above points does not hold, then the *qualifying load* is not eligible to be classified as a WDRU.

3.2 Obligations and compliance

A DRSP which is considering applying to classify WDRU or amend its existing portfolio must be familiar with the NER, the relevant procedures, the [WDRG](#), the [Wholesale Demand Response Dispatch Conformance Framework](#), the [Dispatch Operating Procedure](#) (see 'SO_OP_3705 – Dispatch') and the [Baseline Eligibility Compliance and Metrics Policy](#), which are published on AEMO's website.

When you submit an application to AEMO via PMS, you will be asked to acknowledge all of the following obligations and compliance items which you have previously declared.

1. Under clause 3.8.3(b3) of the Rules, when approving an application for aggregation, AEMO may impose on a DRSP such terms and conditions as AEMO determines, which may include specification of the MRC of the aggregated WDRUs and the circumstances in which AEMO may require aggregated WDRUs to be disaggregated. This stipulation applies in respect of either an AEMO-required disaggregation or a DRSP-requested aggregation.

The DRSP must comply with the conditions, as required under clause 3.8.3(b4) of the *Rules*.

Note: DRSPs who wish to reaggregate existing/new WDRU(s) into existing/new aggregation(s), such that each aggregation is treated as one WDRU, must apply to AEMO to do so, under clause 3.8.3(a2) of the *Rules*.

2. A DRSP must notify AEMO if a WDRU ceases to be a *qualifying load*:
 - as soon as practicable; and
 - in any event, no later than 10 *business days* after the DRSP becomes aware of this cessation.

This WDRU ceases to be classified as a WDRU, from the time that the DRSP gives this notice (clause 2.3.6(k) and (l) of the *Rules*).

The DRSP must then submit bids to vary the *available capacity* of the remaining WDRUs, if any, within the aggregated WDRU group and review whether the Schedule 3.1 *bid validation data* needs to be updated.

Note: DRSPs who wish to vary their Schedule 3.1 *bid validation data* will need to apply to AEMO to do so.

3. A DRSP must apply to AEMO to vary their Schedule 3.1 *bid validation data*, if necessary. A DRSP may notify AEMO that the DRSP wishes to terminate its classification of a *qualifying load* as a WDRU, in the same way that any Registered Participant may terminate a classification of a relevant unit. This notice must specify a date on which the DRSP wishes the termination to occur (clause 2.10.1(a)(1) and (c) of the *Rules*).

In the event that a DRSP terminates its classification of a *qualifying load* as a WDRU the DRSP must:

- specify a prospective effective date of the termination;
- from this effective date:
 - submit *dispatch bids* with zero availability in respect of the terminated *qualifying load*; and
 - specify a value of 0 MW in the Schedule 3.1 *bid validation data*, if the DUID-level MRC of the remaining aggregated WDRU(s) is < 1 MW.

Note: A DRSP who wishes to:

- terminate its classification should refer to [Deregister from the NEM](#).
 - vary their Schedule 3.1 *bid validation data* will need to apply to AEMO to do so.
4. A DRSP may elect to withdraw a baseline non-compliant WDRU from an aggregated WDRU (clause 3.10.4(c) of the *Rules*), either:
 - temporarily, until the WDRU ceases to be *baseline non-compliant*; or
 - permanently.

Note: Under section 4.7.2.2(d) of the Baseline Eligibility Compliance and Metrics Policy, if the removal of the WDRU is to be permanent, then the DRSP must request the declassification of the WDRU and must request an updated MRC for the aggregated WDRU.

A DRSP who wishes to:

- Terminate its registration as a DRSP should refer to [Deregister from the NEM](#).
 - vary their Schedule 3.1 *bid validation data* will need to apply to AEMO to do so.
5. As a term and condition of AEMO approving a classification/aggregation application under clause 2.3.6/3.8.3 of the *Rules*, if subsequently an aggregation's DUID-level MRC becomes <1 MW, then AEMO will request the declassification and disaggregation of all the aggregated *qualifying loads*, unless AEMO is reasonably satisfied by a contrary reason which the DRSP gives in response (e.g. that the DUID-level MRC will be ≥ 1 MW in future, notwithstanding a DRSP's termination of the classification of the *qualifying loads*). This requirement is to avoid a *qualifying load* being inappropriately classified, with no prospect of participating in the *NEM*, or of providing the service to which their classification relates.

3.3 Loading a Zip file

To apply to AEMO, via PMS, you must submit a zip file as described in Section 1.2.2 above, once you have satisfied the declaration requirements which are set out in Section 3.1 above.

3.3.1 Identifiers

The following table lists and describes the identifiers and names which are required to configure the PMS and [Electricity Market Management System](#) (EMMS). The identifiers which are denoted with 'PMS' will be used in the three csvs described in Section 3.2.2.

Name/ID	Description	System
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DUID	Dispatchable Unit Identifier. This ID cannot change.	EMMS/PMS
DUID name	This is the name of the DUID. This is also the same as Client Group Reference which is used in PMS. This cannot be changed once implemented into AEMO systems.	EMMS
Group	A group can contain one or more <i>qualifying loads</i> (identified by their NMI) which you wish to classify as a WDRU. If there is more than one <i>qualifying load</i> , then you must apply to aggregate the <i>qualifying loads</i> , then be approved, such that the <i>qualifying loads</i> are treated as one WDRU for central dispatch. A group will have one DUID.	PMS
Group name	This is the formal name of the group. This name is provided by you and is unique to your portfolio. The name is visible to you and AEMO and cannot be changed.	PMS
Participant ID	The Identifier for the Participant. An ABN can have many Participant IDs. A Participant ID can be linked to many DUIDs.	EMMS
Portfolio name	This is the name of your portfolio of groups. There must be only one portfolio in respect of one Participant ID, but you can have many groups in your portfolio.	PMS
Client Group Reference	This is the informal name of the group. This is also the same as the DUID name which is used in EMMS. This cannot be changed once implemented into AEMO systems.	PMS
WDRU_Group.csv	This is a csv file which identifies the group level information.	PMS
WDRU_NMI.csv	This is a csv which identifies each <i>qualifying load</i> that you are applying to classify as WDRU.	PMS

You will require a DUID for each *region* and *qualifying load* forecasting area. Further information on *qualifying load* forecasting area boundaries are specified in Appendix D of the [Power System Operating Procedure \(SO OP 3710\)](#).

A group must have one DUID. The DUID must have one Client Group Reference (DUID name). If you are applying to create a new group, then you can suggest DUID and Client Group Reference for your group within the appropriate csv. AEMO will advise you of the suitability of these suggestions, prior to the establishment of the registration record.

The following naming guidelines apply to DUID(s) and Client Group Reference(s):

- DUID is a maximum of 8 characters.
- IDs containing only alphanumeric characters are preferred. Special symbols (e.g. dashes, underscores) and the letter "O" are not acceptable.
- DUID and Client Group Reference should follow the following naming convention:

Client Group References (20 characters)	Dispatchable unit identifier (8 characters)
<ul style="list-style-type: none"> • will be prepended with <u>DR</u> • 1 character space • DRSP can nominate up to 12 characters which are an intuitive representation of the DRSP • 1 character space • A single-letter <u>RegionID</u>: S, V, T, N or Q • 1 character space • DUIDs will be appended with a sequential number, increasing by 1 from that DRSP's last DUID in the same region 	<ul style="list-style-type: none"> • will be prepended with <u>DR</u> • DRSP can nominate four characters which are an intuitive representation of the DRSP name • DUIDs will be appended with a sequential number, increasing by 1 from that DRSP's last DUID.
DR <_____><_> <##> E.g. DR BLUE SKY S 1	DR<_><___><##> E.g. DRBLUE01

Note: Please take care in nominating these identifiers as changes requested after DUID(s) and Client Group References have been allocated are not supported.

3.3.2 Zip file

You must complete and submit the following information in one zip file. There must be one zip file for each group:

- WDRU_NMI – This must be submitted in csv format, in strict accordance with the [template](#) which is published on AEMO's website. Appendix A of this Guide provides further information on how to complete the csv. This csv identifies the *qualifying loads* which you wish to classify as a WDRU or use to amend your existing portfolio. This csv enables AEMO to assess whether you have provided the information which required to satisfy clause 2.3.6(b) of the *Rules*.

Appendix F shows examples of a WDRU_NMI for the following:

- Example 1 – classifying a new WDRU to aggregate with an existing WDRU
- Example 2 – classifying a new WDRU to aggregate with an existing aggregated WDRU
- Example 3 – moving a classified NMI from one group to another
- Example 4 – declassify a NMI from an existing aggregated WDRU
- Example 5 – amending Schedule 3.1 bid validation data
- WDRU_Group – This must be submitted in csv format, in strict accordance with the [template](#) which is published on AEMO's website. Appendix B of this Guide provides further information on how to complete the csv. This csv identifies DUID level information and Schedule 3.1 bid validation data for

each group, including the loads which you wish to aggregate. This csv enables AEMO to assess whether you have provided information which is required to satisfy clause 2.3.6(b) of the *Rules*, as well as the WDRG. The DUID level information must reflect the change which you have requested in the WDRU_NMI csv.

If you do not have telemetry and if:

- You are applying to be exempt from Section 3 of the WDRG, then for each application you must complete the Telemetry Exemption field within the WDRU_Group csv with 'Y' or 'Yes', as well as attach supporting documents into the zip file with your justification as to why the group should be exempt and how it satisfies the WDRG in this regard. Your request will be assessed by AEMO.
- You are not applying to be exempt from Section 3 of the WDRG, then for each application you must complete the Telemetry Exemption field within the WDRU_Group csv with 'N' or 'No', as well as attach supporting documents into the zip file with your justification as to why the group does not have telemetry and why you are not applying to be exempt from having telemetry.
- WDRU_NMI_ExclusionDay - The [WDRM – Baseline Eligibility Compliance and Metrics Policy](#) includes two types of exclusion days which are days which will not be included when assessing the NMI for baseline eligibility. When applying to classify WDRU(s), you must advise AEMO of any eligibility exclusion days, in strict accordance with the [template](#) which is published on AEMO's website. Appendix C of this Guide provides further information on how to complete the csv file.

Note: Please take care when creating the csv files. Information provided in the incorrect format will result in the file being rejected, therefore not loaded into PMS. This includes ensuring converting information from excel to csv hasn't truncated data and you do not include commas in your text.

Note: Each zip will create its own application as it pertains to one group. There must be one zip file for each group.

Note: Once you have successfully loaded, your zip file you have an application in draft.

Note: The zip file must only include the three csvs.

Note: A single DUID may provide both ASU and WDR, to be co-optimised through NEMDE, with the following restrictions:

- The list of NMIs must be identical always.
- You could not add a NMI in respect of WDR where the NMI cannot also provide ASU, and vice versa
- A technically satisfactory trapezium must be provided for the energy/ancillary services provision, to allow co-optimisation.

If you wish to pursue this construct, then AEMO considers that it would need to work through the scenarios with you, to ensure that the concepts will all work appropriately. You must contact AEMO prior to submitting your application.

4. Supporting information


Please ensure that the mandatory information indicated in this Guide has been submitted as supporting information. Failure to do so will delay your application. Although a brief summary of mandatory items are listed here, please read this entire section, to ensure you submit the required information:

- Contact Details – This information must be supplied with each application.
- System Preparedness – You must provide an application capability declaration if you have not done so previously. Further, you must provide evidence that your systems are in place.
- Information on Control Equipment.
- WDRU Aggregation information.
- Other supporting information.

4.1.1 Contact Details

You must provide the Registration and Telemetry contact within the WDRU_Group csv. Further, you must supply the operational contact details to assist with communication between AEMO and your organisation. Please refer to Appendix E for the required contact details.


Participants must notify AEMO as soon as reasonably practicable if contact details change. If contact details change during the registration process, please contact the [Onboarding team](#). After registration, Registered Participants must maintain up-to-date contact details of all nominated operational personnel with AEMO on a regular basis. To update your operational contacts after registration, please contact [AEMO Support Hub team](#).

 Please clearly mark all attachments, unless otherwise specified, as '**Contact Details**' and number each page before loading as supporting information.

4.1.2 System Preparedness


Please enclose a completed and signed [Application Capability Declaration](#) if you have not done so previously.

If you are applying to classify a *qualifying load* as a WDRU in a new region or new forecasting area, then you must demonstrate that your IT systems are in place and ready to support NEM activities. You will demonstrate your system is ready to use in AEMO's pre-production systems, once it has been configured to do so.

 Please clearly mark all attachments as 'Supporting Information - Operation and system readiness' and number each document consecutively before enclosing in the zip file.

4.1.3 Information on control equipment

You must submit Information on Control Equipment. The Information on Control Equipment document needs to enable AEMO to understand how you are intending to respond to dispatch instructions.

 Please clearly mark as '**Information of Control Equipment**' and number each page before loading as supporting information.

4.1.4 WDRU aggregation information

Clause 3.8.3(a2) of the *Rules* requires that DRSPs who wish to aggregate two or more WDRUs so they are treated as one WDRU for the purpose of *central dispatch* must apply to AEMO to do so.

Clause 3.8.3(b2) of the *Rules* and WDRG Section 2.2 specify the conditions which must be satisfied before AEMO can approve an aggregation.

If:


- you are applying to classify more than one *qualifying load* as a WDRU, then aggregate them to be one WDRU for the purpose of central dispatch; and

- the application, if approved, would result in the aggregation of WDRUs at or behind a single TNI with an aggregate NMI-level MRC of 5 MW or greater,

then you will need the endorsement from the DNSP(s) whose network the *qualifying loads* are connected to. If the *qualifying loads* are connected to more than one DNSP, then you will need the endorsement of all the relevant DNSPs. Any endorsement should clearly stipulate the NMIs in each aggregation and each NMI's MRC. If an endorsement process has resulted in the requirement to split an aggregation, then you should provide the details of each aggregation (NMI(s), NMI MRC) and the required constraints to be applied.


If you are applying to classify more than one individual WDRU within a group, then they must be aggregated. The WDRUs must all be located within the same region and load forecasting boundary.


Note: If the WDRUs within a group are not in the same region or load forecasting boundary, then you will need to apply to aggregate them separately.

 Please clearly mark all attachments, unless otherwise specified, as '**WDRU Aggregation information**' and number each page before loading as supporting information.

4.1.5 Other supporting information

If you are ceasing the classification of WDRU of a NMI, please submit a formal letter to AEMO in the form prescribed on [AEMO's website](#). This letter must acknowledge that once the application with declassification request has been submitted to AEMO the declassification cannot be reversed, regardless of the status of the application. You must review your Schedule 3.1 bid validation data to ensure you can still meet your obligations.


 Please clearly mark this letter as '**Letter of intention to declassify**' and number each page before loading as supporting information.

AEMO will review your application and may request clarification or further information to be submitted.  Please clearly mark all attachments, unless otherwise specified, as '**Supporting information**' and number each page before loading as supporting information.

Appendix A. WDRU_NMI

Please refer to the following table when creating the csv file to identify the *qualifying load* and provide specific information in respect their MRC and baseline requirements.

Header in CSV	Required Format
NMI	<ol style="list-style-type: none"> 1. Required 2. Must be unique to your ABN 3. Must be 10 digits; 4. Must have one of Meter Type 1, 2, 3, 4, and must be capable to provide settlement data in five-minute intervals. 5. Must be classified as 'large' in MSATS, unless classified as 'small' and the NERR aggregated premises declaration has been provided; and 6. NMI must be status "A" (active) in MSATS e.g. cannot be D,X,G,N etc.
Site Name	<ol style="list-style-type: none"> 1. Required; and 2. When provided, it must be minimum 3 and maximum 50 characters in length.
Retail Customer	<ol style="list-style-type: none"> 1. Required; and 2. Must be minimum 1 and maximum 120 characters in length.
NERR aggregated premises	<ol style="list-style-type: none"> 1. Must be provided if NMI classification is Small 2. Value must only be one of 'Y', 'N', 'Yes', and 'No'; and 3. Cannot be 'Y' or 'Yes' if Aggregation Region = VIC1.
Baseline Methodology ID	<ol style="list-style-type: none"> 1. Required 2. The Baseline Methodology ID (BLM ID) must exist in Baseline Methodology Register; 3. The BLM ID must be current in the Baseline methodology register; and 4. Must only be alphanumeric.
MRC (MW)	<ol style="list-style-type: none"> 1. Required; and 2. Must be a number greater than 0 with up to 3 decimal places. Acceptable format example: <ol style="list-style-type: none"> 1. a positive integer that is without a decimal (e.g. 1, 2, 4, 20 etc.); 2. a positive number with up to 3 decimal values (e.g. 1.1 or 10.12 or 20.123); and 3. a positive number that has a decimal but with no decimal value. E.g. when '10.' is provided then the system will add '0' after '10.' e.g. '10.0'.
MRC Reason	<ol style="list-style-type: none"> 1. Required; and 2. Must be minimum 1 character and maximum 120 characters. 3. If more than 120 characters required to explain MRC reason then please attach a supporting document.

Header in CSV	Required Format
	<p>4. Do not use non-alpha numeric symbols</p> <p> Please clearly mark all attachments, unless otherwise specified, as 'Attachment to Appendix A' and number each page consecutively before enclosing in the zip file.</p>
Application Type	<ol style="list-style-type: none"> 1. Required; and 2. Value in this column must be: <ol style="list-style-type: none"> 1. New: a new <i>qualifying load</i>, identified by the NMI, to be classified, and aggregate if applicable. 2. Amend: attributes for a classified NMI changes. The amendment of one or more NMI MRCs will result in the reassessment of the DUID-level MRC and maximum ramp rate. 3. Declassify: a connection point's classification is to be terminated. Declassification of classification do not need AEMO's approval. Therefore, the deregistration effective date will be as the date inserted into PMS deregistration effective date. This cannot be changed once submitted. 4. Add: add a previously classified connection point, as identified by its NMI, to this DUID from another. 5. Remove: move a connection point, as identified by its NMI, from this DUID to another.
Declassification date	<ol style="list-style-type: none"> 1. Required if application type is 'declassify' 2. Date must be within 14 days of the submission of the application to AEMO. 3. Must be in the following format: <ul style="list-style-type: none"> - dd/mm/yyyy or - d/mm/yyyy

Appendix B. WDRU_Group

Please refer to the following table when creating the csv file to submit information relating to the WDRU group.

Header in CSV	Required format
Application Reference	<p>This reference is used to identify your PMS application. It must not change throughout this application's lifecycle. This is not a system generated identifier.</p> <ol style="list-style-type: none"> 1. Required; 2. Must be minimum 3 and maximum 50 characters long; and 3. Must be unique across PMS. <p>Ensure this reference is intuitive to your portfolio and the individual PMS application.</p>
Application Version	<p>This number identifies the version of the application submitted to AEMO. E.g. If this is the initial submission then the version will be 1. Should you need to provide further information or clarification then the next submission the version will be 2 etc.</p> <ol style="list-style-type: none"> 1. Required; 2. Must be minimum 1 character and maximum 50 characters;
Group Name	<p>A group can contain one or more <i>qualifying loads</i> (identified by their NMI) that you wish to classify as WDRU.</p> <p>This is the formal name of the group. This name is provided by you and unique to your portfolio. The name is visible to you and AEMO and cannot be changed.</p> <ol style="list-style-type: none"> 1. Required; 2. Must be minimum 1 character and maximum 50 characters; 3. Must have only one group in one .csv (e.g. cannot have two+ groups); and 4. Must be unique to your portfolio.
Registration Contact Name	<ol style="list-style-type: none"> 1. Required; and 2. Must be minimum 1 character and maximum 50 characters.
Registration Contact Position	<ol style="list-style-type: none"> 1. Required; and

Header in CSV	Required format
	<ol style="list-style-type: none"> Must be minimum 1 character and maximum 50 characters
Registration Contact Email	<ol style="list-style-type: none"> Required; Must be minimum 5 characters and maximum 250 characters; and Must be a valid email address
Registration Contact Phone	<ol style="list-style-type: none"> Required; Must be 8-10 digits only; Must be provided if Registration Contact Mobile is not provided; and No spaces. <p>Ensure phone number is not truncated</p>
Registration Contact Mobile	<ol style="list-style-type: none"> Required; Must be 10 digits only (Australian mobile format without '+61'); Must be provided if Registration Contact Phone is not provided; Must start from '04'; and No spaces. <p>Ensure phone number is not truncated</p>
Client Group Reference	<p>This is the informal name of the group and is also considered the 'DUID name'.</p> <ol style="list-style-type: none"> Required; and Must be minimum 1 character and maximum 20 characters.
DUID	<p>This is the dispatchable unit identifier. This ID cannot change.</p> <ol style="list-style-type: none"> Required; Must be minimum 3 and maximum 8 characters; and Must be unique in EMMS production.
MRC (MW)	<p>This is the DUID-level MRC</p> <ol style="list-style-type: none"> Required; Must be integer value (no decimals accepted) Must be a positive number no less than 1; and Must accept minimum 1 to maximum 4 digits only. Note: 10000+ and 'MW' unit / text is not accepted. Must be rounded down to the full integer they can dispatch. <p>This can only be 0 if declassifying all NMIs within the group.</p>

Header in CSV	Required format
MRC Reason	<ol style="list-style-type: none"> 1. Required; and 2. Must be minimum 1 character and maximum 120 characters 3. Do not use non-alpha numeric symbols
Maximum Ramp Rate (MW/minute)	<ol style="list-style-type: none"> 1. Required; 2. Must be a positive number greater than 1; and 3. Must be minimum 1 to maximum 4 digits only.
Region	<ol style="list-style-type: none"> 1. Required; and 2. Must be only one of the following dispatch regions: <ol style="list-style-type: none"> a) NSW1 b) QLD1 c) SA1 d) TAS1 e) VIC1
Telemetry Status	<ol style="list-style-type: none"> 1. Required; and 2. Must be a value of: Y, Yes, N, or No and any caps (upper, mix, lower caps) are accepted.
Telemetry Exemption	<p>If Telemetry Exemption is yes, you are applying to be exempt from the requirements of Section 3 of the Wholesale Demand Response Guidelines.</p> <ol style="list-style-type: none"> 1. Accepted values are: Y, Yes, N, or No and any caps (upper, mix, lower caps) are accepted; and 2. Must be provided only when SCADA Status is 'n / no'.
Telemetry Contact Name	<ol style="list-style-type: none"> 1. Must be provided when Telemetry Status is 'yes'; and 2. Must be minimum 1 character and maximum 50 characters.
Telemetry Contact Position	<ol style="list-style-type: none"> 1. Must be provided only when Telemetry Status is 'yes'; and 2. Must be minimum 1 character and maximum 50 characters.
Telemetry Contact Email	<ol style="list-style-type: none"> 1. Must be provided only when the Telemetry Status is 'yes'; 2. Must be minimum 5 characters and maximum 250 characters; and 3. Must be a valid email address.
Telemetry Contact Phone	<ol style="list-style-type: none"> 1. One of Telemetry Contact Phone or Mobile must be provided only when Telemetry Status is 'yes';

Header in CSV	Required format
	<ol style="list-style-type: none"> 2. Must be 8-10 digits only; and 3. No spaces. <p>Ensure phone number is not truncated</p> <ol style="list-style-type: none"> 4.
Telemetry Contact Mobile	<ol style="list-style-type: none"> 1. One of Telemetry Contact Phone or Mobile must be provided only when Telemetry Status is 'yes'; 2. Must be provided only when Telemetry Status is 'yes'; 3. Must be 10 digits only 4. Must start from '04'; and 5. No spaces <p>Ensure phone number is not truncated</p>

Appendix C. WDRU_NMI_ExclusionDay


Please refer to the following table when creating the csv file to identify the exclusion days. This csv must be included in the zip, even if you have no exclusion days to report.

Header in CSV	Required format
NMI	<ol style="list-style-type: none"> 1. Must be provided; 2. Each NMI can be repeated on different rows and do not need to be in consecutive rows; and 3. When provided, each NMI in this file must also exist in WDRU_NMI.csv file (based on exact match)
Exclusion day start date	<ol style="list-style-type: none"> 1. Where a NMI is provided in this file an exclusion start date must be provided; 2. Start date must be in a format of: dd/mm/yyyy or d/mm/yyyy; 3. Only one date must be provided; and 4. Must be a historical date. <p>Date ranges provided as Exclusion Days are all inclusive. i.e. the start and end dates are considered exclusion days as well as the days within the range.</p>
Exclusion day end date	<ol style="list-style-type: none"> 1. Where a start date is provided in this file an exclusion end date must be provided; 2. End date must be in a format of: dd/mm/yyyy or d/mm/yyyy; 3. End date must always be the same day as the exclusion start date or later; 4. Only one date must be provided; and 5. Must be a historical date. <p>Date ranges provided as Exclusion Days are all inclusive. i.e. the start and end dates are considered exclusion days as well as the days within the range.</p>
Exclusion day reason	<ol style="list-style-type: none"> 1. Where a NMI is provided in this file an exclusion day reason must be provided; and 2. Reason must be between 1 and 120 characters long.

Appendix D. Contact Definitions

Contact type	Definition
Registration	AEMO Onboarding's primary point of contact with the Applicant in regard to their registration. Able to liaise extensively within their organisation and with the different teams in AEMO. This person nominated in this Form must also be specified in the WDRU_Aggregation.csv.
Trading Room	Group contact details of trading room or trading desk, for bidding operations. Trading room must be contactable 24/7. Trading room phone numbers should not be a mobile number or desk number of an individual. It is the Applicant's responsibility to ensure the trading room phone is physically staffed at all times or transfers incoming calls to rostered individuals who can receive calls at all times.

Appendix E. Contact Details

 Please clearly mark all attachments as "Supporting Information – Contact Details" and number each page consecutively. This information must be provided in each PMS application.

You must provide contact details to assist with communication between AEMO and your organisation. Provide contact details for your head office, any branch offices, and all relevant personnel.

Operational contacts

Control room (physical plant operations – must be contactable 24/7)

Primary phone:

Other:

Email:

Trading room (24/7 bidding operations – must be contactable 24/7)

Primary phone:

Other:

Email:

Please confirm the Registration and Telemetry contact has been notified of their involvement in this application.

Yes

No - please supply a reason why.

Reason:

Appendix F. CSV Examples

These examples are of the csv content.

Example 1 – classifying a new WDRU to aggregate with an existing WDRU

WDRU_Group

Application Reference	Application Version Number	Group Name	Registration Contact Name	Registration Contact Position	Registration Contact Email	Registration Contact Phone	Registration Contact Mobile	Client Group Reference	DUID	MRC (MW)	MRC Reason
UploadAmendG01	1	UploadAG1	Superman	Earth Protection Services	UploadAmendG1_Registrati on@yopmail.com		0404123456	UploadAm endG_Test	UAG001	16	This is the reason

Maximum Ramp Rate (MW/minute)	Region	Telemetry Status	Telemetry Exemption	Telemetry Contact Name	Telemetry Contact Position	Telemetry Contact Email	Telemetry Contact Phone	Telemetry Contact Mobile
4	NSW1	N	No	Jonathan Kent	Supermans Pa	UploadAmendG1_Telemetry@yopmail.com.com	0382829039	0428839309

WDRU_NMI

NMI	Site Name	Retail Customer	NERR Aggregated Premises	Baseline Methodology ID	MRC (MW)	MRC Reason	Application Type	Declassification Effective Date
4310741931	Smallville	Kansas	Yes	1	3	This is a NMI reason	New	
4310719287	Smallville	Kansas	Yes	1	4	This is a NMI reason	New	
4310987923	Smallville	Kansas	Yes	1	3	This is a NMI reason	New	

WDRU_NMI_ExclusionDay.csv

NMI	Exclusion Day Start Date	Exclusion Day End Date	Exclusion Day Reason

Example 2 – classifying a new WDRU to aggregate with an existing aggregated WDRU

WDRU_Group

Application Reference	Application Version Number	Group Name	Registration Contact Name	Registration Contact Position	Registration Contact Email	Registration Contact Phone	Registration Contact Mobile	Client Group Reference	DUID	MRC (MW)	MRC Reason
UploadAmendG01	1	UploadAG1	Superman	Earth Protection Services	UploadAmendG1_Registrati on@yopmail.com		0404123456	UploadAm endG_Test	UAG001	16	This is the reason

Maximum Ramp Rate (MW/minute)	Region	Telemetry Status	Telemetry Exemption	Telemetry Contact Name	Telemetry Contact Position	Telemetry Contact Email	Telemetry Contact Phone	Telemetry Contact Mobile
4	NSW1	N	No	Jonathan Kent	Supermans Pa	UploadAmendG1_Telemetry@yopmail.com.com	0382829039	0428839309

WDRU_NMI

NMI	Site Name	Retail Customer	NERR Aggregated Premises	Baseline Methodology ID	MRC (MW)	MRC Reason	Application Type	Declassification Effective Date
4310741931	Smallville	Kansas	Yes	1	3	This is a NMI reason	New	
4310719287	Smallville	Kansas	Yes	1	4	This is a NMI reason	New	
4310987923	Smallville	Kansas	Yes	1	3	This is a NMI reason	New	

WDRU_NMI_ExclusionDay.csv

NMI	Exclusion Day Start Date	Exclusion Day End Date	Exclusion Day Reason
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Example 3 – move a classified NMI from one group (DUID) to another.

WDRU_Group – ADD

Application Reference	Application Version Number	Group Name	Registration Contact Name	Registration Contact Position	Registration Contact Email	Registration Contact Phone	Registration Contact Mobile	Client Group Reference	DUID	MRC (MW)	MRC Reason
UploadAmendG03	1	UploadAG3	Superman	Earth Protection Services	UploadAmendG3_Registration@yopmail.com		0404123456	UploadAmendG_Test3	UAG003	50	This is the reason

Maximum Ramp Rate (MW/minute)	Region	Telemetry Status	Telemetry Exemption	Telemetry Contact Name	Telemetry Contact Position	Telemetry Contact Email	Telemetry Contact Phone	Telemetry Contact Mobile
4	NSW1	N	No	Jonathan Kent	Supermans Pa	UploadAmendG3_Telemetry@yopmail.com.com	0382829039	0428839309

WDRU_NMI - ADD

NMI	Site Name	Retail Customer	NERR Aggregated Premises	Baseline Methodology ID	MRC (MW)	MRC Reason	Application Type	Declassification Effective Date
4311251659	Smallville	Kansas	Yes	1	5	This is a NMI reason	Add	

WDRU_NMI_ExclusionDay.csv

NMI	Exclusion Day Start Date	Exclusion Day End Date	Exclusion Day Reason
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Example 3 continued – move a classified NMI from one group (DUID) to another.

WDRU_Group – REMOVE

Application Reference	Application Version Number	Group Name	Registration Contact Name	Registration Contact Position	Registration Contact Email	Registration Contact Phone	Registration Contact Mobile	Client Group Reference	DUID	MRC (MW)	MRC Reason
UploadAmendG02	1	UploadAG2	Superman	Earth Protection Services	UploadAmendG2_Registration@yopmail.com		0404123456	UploadAmendG_Test1	UAG002	10	This is the reason

Maximum Ramp Rate (MW/minute)	Region	Telemetry Status	Telemetry Exemption	Telemetry Contact Name	Telemetry Contact Position	Telemetry Contact Email	Telemetry Contact Phone	Telemetry Contact Mobile
4	NSW1	N	No	Jonathan Kent	Supermans Pa	UploadAmendG2_Telemetry@yopmail.com.com	0382829039	0428839309

WDRU_NMI - REMOVE

NMI	Site Name	Retail Customer	NERR Aggregated Premises	Baseline Methodology ID	MRC (MW)	MRC Reason	Application Type	Declassification Effective Date
4311251659	Smallville	Kansas	Yes	1	5	This is a NMI reason	Remove	

WDRU_NMI_ExclusionDay.csv

NMI	Exclusion Day Start Date	Exclusion Day End Date	Exclusion Day Reason
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Example 4 – declassify a NMI from an existing aggregated WDRU.

WDRU_Group

Application Reference	Application Version Number	Group Name	Registration Contact Name	Registration Contact Position	Registration Contact Email	Registration Contact Phone	Registration Contact Mobile	Client Group Reference	DUID	MRC (MW)	MRC Reason
UploadAmendG01	1	UploadAG1	Superman	Earth Protection Services	UploadAmendG1_Registrati on@yopmail.com		0404123456	UploadAm endG_Test	UAG001	13	This is the reason

Maximum Ramp Rate (MW/minute)	Region	Telemetry Status	Telemetry Exemption	Telemetry Contact Name	Telemetry Contact Position	Telemetry Contact Email	Telemetry Contact Phone	Telemetry Contact Mobile
4	NSW1	N	No	Jonathan Kent	Supermans Pa	UploadAmendG1_Telemetry@yopmail.com.com	0382829039	0428839309

WDRU_NMI

NMI	Site Name	Retail Customer	NERR Aggregated Premises	Baseline Methodology ID	MRC (MW)	MRC Reason	Application Type	Declassification Effective Date
4310741931	Smallville	Kansas	Yes	1	3	This is a NMI reason	Declassify	30/08/2021

WDRU_NMI_ExclusionDay.csv

NMI	Exclusion Day Start Date	Exclusion Day End Date	Exclusion Day Reason
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Example 5 – amend Schedule 3.1 bid and offer validation data (DUID-level)

WDRU_Group

Application Reference	Application Version Number	Group Name	Registration Contact Name	Registration Contact Position	Registration Contact Email	Registration Contact Phone	Registration Contact Mobile	Client Group Reference	DUID	MRC (MW)	MRC Reason
UploadAmendG01	1	UploadAG1	Superman	Earth Protection Services	UploadAmendG1_Registrati on@yopmail.com		0404123456	UploadAm endG_Test	UAG001	13	This is the reason

Maximum Ramp Rate (MW/minute)	Region	Telemetry Status	Telemetry Exemption	Telemetry Contact Name	Telemetry Contact Position	Telemetry Contact Email	Telemetry Contact Phone	Telemetry Contact Mobile
4	NSW1	N	No	Jonathan Kent	Supermans Pa	UploadAmendG1_Telemetry@yopmail.com.com	0382829039	0428839309

WDRU_NMI

NMI	Site Name	Retail Customer	NERR Aggregated Premises	Baseline Methodology ID	MRC (MW)	MRC Reason	Application Type	Declassification Effective Date
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WDRU_NMI_ExclusionDay.csv

NMI	Exclusion Day Start Date	Exclusion Day End Date	Exclusion Day Reason
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