# General Information

1. The CPUC Safety and Enforcement Division (SED) developed the Post-Season Data Report (PSDR) template for electric Investor-Owned Utilities (IOUs) to report data describing their executed public safety power shutoffs (PSPS) in calendar year 2022.
2. The report is a data request that is associated with the decision-required post-season reporting requirements.
3. The template for calendar year 2022 was made available on the Commission’s public website on or before December 30, 2022.
4. IOUs must complete and submit the reports based on the template to SED by March 1, 2023.
5. IOUs must submit public and confidential versions clearly marked as discussed below.
6. Submission files must be named according to the following convention:
   1. syntax: <Utility Abbreviation>\_PSDR\_<Submission Date>
   2. examples:

PGE\_PSDR\_3-1-2023

PacifiCorp\_PSDR\_3-1-2023

PGE\_PSDR\_CONF\_3-1-2023

PacifiCorp\_PSDR\_CONF\_3-1-2023

1. SED will post the public version of the report to the Commission website. Confidential versions will be kept within the confines of the CPUC.
2. The reports and the template on which they are based are not required to be filed and served, and they are not subject to Party comments.

## Formatting Final Version

1. Do not use non-numeric characters in fields designated in the data dictionary as integer. Use the right-most column to add clarifying or qualifying information.
2. Do not merge cells.
3. Do not lock cells or protect worksheets.
4. Unfreeze all panes and remove filtering from every worksheet.
5. Remove highlighting or background color artifacts added by the utility author(s).
6. Set Page view to Normal, not print.
7. Footnotes may be placed in the column to the right of the table or below the last row in the table.
8. Do not remove any content from the template or change the heading names unless space is provided for custom data input.

# Workbook Contents

## Supporting Worksheets

: For Reference Only

### Change Log: Provides granular data about what information has been changed in the template since the previous version.

### 1. Instructions: Contains a complete list of all de-energization events that were executed in 2022. Basic instructions are also provided. For complete instructions, please see the individual worksheet instructions below.

### 2. Acronyms:

Defines acronyms used in the workbook. This is not a glossary.

### 3. CPUC Definitions:

Defines terms used in the workbook that are defined in Commission decisions or other regulation. Red asterisks used throughout the worksheets indicate that the definition of the term can be found in the CPUC Definitions worksheet.

### 4. Defn CFCI (Critical Facilities and Critical Infrastructure):

Defines and groups CFCI in terms of the Department of Homeland Security Sectors and CPUC decisions.

### 5. Defn PSP (Public Safety Partners):

Consolidates and clarifies definitions of Public Safety Partner across several CPUC decisions.

### 7. Data Dictionary:

For each metric used in the Dashboard, provides the following information: Metric; Field Description; Field Type; Example; Notes/Calculations. The Data Dictionary is used to create the Dashboard.

## Supporting Worksheets

: To Be Completed by Utility

### 6. Utility Definitions:

Utility will define terms used in the workbook that are included in the template and any additional terms used as noted below in the topical worksheets’ instructions. Black asterisks used throughout the worksheets indicate that the utility must define the term in the Utility Definitions worksheet.

## Summary Worksheet:

To Be Completed by Utility

### 8. Dashboard:

Presents summary data for each event in all aspects of PSPS in 2022.

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#### Instructions:

1. Ungroup (if necessary) the rows of metrics to input data for each PSPS event.
2. Enter the Event Name for each PSPS event in Row 4, starting in Column C, as shown in the table of events in the Instructions worksheet.
3. Delete unused columns, leaving the Trendlines and Annual or Cumulative Total columns intact.
4. Enter data into each cell for the metric and the event.
5. Column B provides an example of how event length in days and hours is calculated with data entered into rows 5-10.
6. Cells in Rows 9 and 10 have formulas in them that will auto populate if cells in Rows 5-8 are properly populated.
7. All other cells require direct input.
8. Some metrics are marked for annual input only. Use only the designated highlighted “annual” column for input.

## Topical Worksheets

### 9. Decision Factors:

Presents detailed information on each circuit de-energized for each event.

#### Instructions:

1. Populate rows in order of event date, oldest to newest, then by circuit, distribution then transmission.
2. For each circuit/line, populate the cells for the decision factor groups.
3. If a particular factor was neither considered individually nor as a component in another calculation, enter “NA”.
4. Enter values without units of measure, for example, “8” versus “8%” when describing relative humidity.
5. For each metric or index for which you provide a value, define in “Utility Definitions” worksheet by providing a brief explanation of the source of the value, units of measure, and thresholds considered significant. For example, for temperature, enter, “NWS, degrees Fahrenheit, 80”.
6. Populate the fields, “List Other Index” or “List Model” with your utility-specific index or model, provide the value, and explain the source of the value, units of measure, and thresholds considered significant in the “Utility Definitions” worksheet.
7. Note that Group A is Forecast and Reported Meteorology, whereas Group D is Actual Meteorology.

### 10. Distribution:

Presents detailed information on each circuit segment de-energized for each event.

#### Instructions:

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1. Populate rows in order of event date, oldest to newest, then by circuit segment.
2. For each circuit segment, populate the cells for the column fields.
3. Only the de-energized portion of the circuit segment (whether mitigated or not, i.e., that portion that is off the grid) is counted in line miles.
4. Days de-energized is calculated as a fraction to the tenth, i.e., 36 hours is 1.5 days. Hours are in integer form.
5. Total customers actually de-energized, i.e., those off the grid.
6. For Column R, enter all corporate Communications Service Providers (CSP) whose facilities were on the de-energized circuit for the event in question.

### 11. Transmission:

Presents detailed information on each transmission line de-energized for each event.

#### Instructions:

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1. Populate rows in order of event date, oldest to newest, then by transmission line.
2. For each line, populate the cells for the column fields.
3. Only the de-energized portion of the circuit (whether mitigated or not, i.e., that portion that is off the grid) is counted in line miles.
4. Days de-energized is calculated as a fraction to the tenth, i.e., 36 hours is 1.5 days. Hours are in integer form.
5. Total customers actually de-energized, i.e., those off the grid.

### 12. Counties:

Presents detailed information about number of customers de-energized and the maximum length of the event in each county for each event.

#### Instructions:

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1. Populate rows in order of event date, oldest to newest.
2. Populate one row for each county de-energized for each event.
3. Beginning date and time de-energized means that one or more circuits were the first to be de-energized within county boundaries during the event. Ending date and time reenergized means the last circuits reenergized within county boundaries during the event.
4. The maximum hours de-energized is the difference between the beginning and ending date/times in hours. Divide hours by 24 to calculate the number of days in fractions to the tenth.
5. Total customers actually de-energized, i.e., those off the grid.

### 13. Tribes:

Presents detailed information about number of customers de-energized and the maximum length of the event in each tribe for each event.

#### Instructions:

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1. Populate rows in order of event date, oldest to newest.
2. Populate one row for each tribe de-energized for each event.
3. If more than one circuit segment was de-energized, use one row for each for each tribe.
4. Beginning date and time de-energized means that one or more circuits were the first to be de-energized within tribal boundaries during the event. Ending date and time reenergized means the last circuits reenergized within tribal boundaries during the event.
5. The maximum hours de-energized is the difference between the beginning and ending date/times in hours. Divide hours by 24 to calculate the number of days in fractions to the tenth.
6. Total customers actually de-energized, i.e., those off the grid.

### 14. Confidential – CFCI :

Presents detailed information about critical facilities and critical infrastructure that were de-energized on a circuit segment for each event.

#### Instructions:

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1. Critical Facilities and Critical Infrastructure are defined in terms of sector as established by the federal Dept. of Homeland Security. Sector definitions are provided in Sheet 4 – Defn CFCI.
2. Enter the type/sector of the de-energized CFCI in column C using the definitions provided in worksheet 4.Defn CFCI.
3. If you provided backup power to the CFCI, please populate columns P-W.

### 15. Backup Power Resources:

Presents detailed information about backup power resources from which utilities can mitigate de-energization at a substation or service point.

#### Instructions:

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1. Populate rows in order of event date, oldest to newest.
2. Populate one row for each generator or microgrid available for each event.
3. Populate columns J through N if resource was assigned to a customer.
4. Type of customer would be the name of the CFCI sector, or a substation, for example.

### 16. Mitigation:

Presents detailed information about types of mitigation that the utility has deployed during each PSPS event.

#### Instructions:

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1. Populate rows in order of event date, oldest to newest.
2. Populate one row for each mitigation deployed for each event.
3. Mitigation types are defined in Row 2 and the CPUC definitions worksheet.
4. Total customers NOT de-energized means that those customers were not connected to the grid but received power from the mitigation source as identified.

### 17. Community Resource Centers (CRCs):

Presents detailed information about the Community Resource Centers set up by the utilities during each PSPS event.

#### Instructions:

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1. Populate rows in order of event date, oldest to newest.
2. Populate one row for each CRC deployed for each event.
3. Calculate the radius served by the CRC (approximate distance in miles). Each CRC should be at the center of a circle that extends to the next CRC circle such that the radius is the shortest possible length.
4. Service area is the radius served by the CRC that is associated with the de-energization of one or more circuits.
5. Calculate total days open by calculating the total hours open and dividing by 14 (the longest time a CRC must be open, 8am to 10pm). Fractions in tenths.
6. AQI in the service area as defined in (4) above is calculated as an average over the time the CRC was open and as an average in the service area where AQ is calculated and publicized.

### 18. Damages:

Presents detailed information about the damages identified during patrols after the utility determines the circuit(s) are all-clear.

#### Instructions:

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1. Populate rows in order of event date, oldest to newest.
2. Populate one row for each damage reported for each event.
3. Briefly describe the type and description of the damage.

### 19. Hazards:

Presents detailed information about the hazards identified during patrols after the utility determines the circuit(s) are all-clear.

#### Instructions:

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1. Populate rows in order of event date, oldest to newest.
2. Populate one row for each hazard reported for each event.
3. Briefly describe the type and description of the hazard.

### 20. Claims:

Presents detailed information about the claims the utility has received from account holders and others for losses allegedly caused by the PSPS event.

#### Instructions:

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1. Populate rows in order of event date, oldest to newest.
2. Populate one row for each claim reported for each event.

### 21. Emergency Management and PSPS Exercises:

Presents detailed information about 1) De-Energization Exercises; 2) Event EOC and Liaisons; 3) EOC-Related Training; and 4) Other EOC-standup for Training or Actual Event

#### Instructions:

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1. All tables relate to activities in 2022 only.
2. De-energization types are defined in the HSEEP manual at <https://www.fema.gov/sites/default/files/2020-04/Homeland-Security-Exercise-and-Evaluation-Program-Doctrine-2020-Revision-2-2-25.pdf>, pp. 2-6-to 2-11.
3. EOC-related training is generally defined as emergency management training provided by Cal OES or FEMA that is applicable to a PSPS (whereas earthquake or hazmat response would not be applicable training).