



calendar days after the data request is served, except that responses or objections to data requests submitted between December 15, 2014 and January 2, 2015 are due on January 9, 2015. Litigants should respond to data requests based on the order in which the requests are received. In no case shall a litigant be required to respond to more than 100 data requests per day. When the last day to respond to a data request falls on a Saturday, Sunday or Federal holiday, the deadline shall be extended to the next business day.

(2) Objections to data requests must be made through the 2016 Rate Case Secure Website. Litigants must confer in good faith to resolve objections. If they cannot resolve their differences, the party submitting the data request may file a motion to compel via the secure website no more than five business days after the due date for a response to the data request. Responding parties have three business days to file an answer to a motion to compel.

## II. DISCOVERY DESIGNATION CODE SYSTEM

The data request designation code will be automatically generated by the 2016 Rate Case Secure Website. The designation codes identify both the requesting litigant and the litigant responding to the data request.

Example 1: The first data request from Quasar Energy to Bonneville Power Administration would be:

**QE-BPA-001**

“QE” is the requestor’s party designation code and “BPA” is the respondent’s party designation code. “001” indicates the first data request.

Example 2: The thirteenth request from Andromeda Light and Power to Pluto Electric Cooperative would be:

**ALP-PE-013**

“ALP” is the requestor’s party designation code and “PE” is the respondent’s party designation code. “013” indicates the thirteenth data request.

Each request code must be placed in the document footer.

SO ORDERED, December 10, 2014.

*/s/ Samuel J. Petrillo*  
Samuel J. Petrillo  
BP-16 Hearing Officer

## ATTACHMENT A

### DATA REQUESTS

1. Data Requests are entered through the 2016 Rate Case Secure Website:  
<https://secure.bpa.gov/ratecase/>.
2. Enter your Party's username and password.
3. Click the "[+]" icon next to "Discovery" from the menu on the left side of the webpage.
4. Select "Submit a Data Request" from the menu on the left side of the webpage.
5. From the drop down menu marked "Filing" select the party and document related to the request.
6. Complete the boxes for the "Page Number(s)" and "Line Number(s)."
7. Select a method for the request. You may either upload an Adobe document, or type the request directly into a text box.
8. Fill in contact information requested.
9. Click "Submit Request" to send the request.

### DATA RESPONSES

1. Data Responses are entered through the 2016 Rate Case Secure Website:  
<https://secure.bpa.gov/ratecase/>.
2. Enter your Party's username and password.
3. Click the "[+]" icon next to "Discovery" from the menu on the left side of the webpage.
4. Select "Respond to a Data Request" from the menu on the left side of the webpage.
5. From the drop down menu, select the request you are responding to.
6. Select a method for the response. You may either upload an Adobe document, or type the response directly into a text box.
7. Fill in contact information requested.
8. Click "Submit Response" to send the response.