

UNITED STATES OF AMERICA
U.S. DEPARTMENT OF ENERGY
BEFORE THE
BONNEVILLE POWER ADMINISTRATION

2014 OVERSUPPLY RATE PROCEEDING	)	Docket Number	OS-14
	)		
	)		

**DOCUMENT NUMBERING SYSTEM AND PRE-MARKING OF EXHIBITS
AND BRIEFS**

The documents associated with the 2014 Rate Adjustment Proceeding will be electronically processed by a web-based rate case system. This system will facilitate preparation of the final record that will be submitted to the Administrator for consideration upon conclusion of the proceedings. Thereafter, the Administrator will issue a final Record of Decision that will be submitted for approval to the Federal Energy Regulatory Commission.

A. DOCUMENT DESIGNATION SYSTEM

Each party to the 2014 Rate Adjustment Proceeding will be assigned a party code by the Hearing Clerks (see page 4 for the list of party codes). Every document submitted for filing must be pre-marked with a document designation code (See section B, below, for instructions on pre-marking documents before submission to the appropriate secure website). The code consists of three parts: (1) the BPA rate proceeding code, (2) the type of document, and (3) the party code. For example:

OS-14-E-QE-01
(1) (2) (3)

(1) The first part (“OS-14” in the example above) is the proceeding code for the 2014 rate proceeding.

(2) The second part (“E” in the example above) identifies the type of document. In the above example, “E” represents all documents categorized as exhibits (which includes studies, testimony and documentation). For a complete list of document types see attached Document Designation Codes (page 3).

(3) The third part (“QE-01” in the example above) identifies the party and assigns a number to each document in sequence. In the above example, “QE-01” represents the first exhibit submitted by Quasar Energy. All party designations are listed on the attached Party Designation Codes (page 4).

See OS-14-HOO-02, “SPECIAL RULES OF PRACTICE TO GOVERN THESE PROCEEDINGS” for instructions on forming a joint party. A party that uploads a document on behalf of a joint party must be logged in as the joint party. Assume for example, Quasar Energy (QE), Andromeda Light and Power (ALP), and the Pluto Electric Cooperative (PE) have decided to jointly submit a document and have been given the joint party code “AQP.” When uploading a document for the group, Quasar Energy will log in under the joint party code AQP.

B. PRE-MARKING OF EXHIBITS AND BRIEFS

All documents must be pre-marked with the document designation code before submission to the appropriate secure website. To generate a document code, the party representative must log in to the appropriate secure website under the appropriate party code, choose “Generate a Filing Number” from the menu on the left side of the screen, and follow the instructions. Once the appropriate filing number has been generated on the secure website, the party must insert it in the lower right hand corner of each page of the document, including the certificate of service.

The secure website will generate filing numbers sequentially according to category (*e.g.*, OS-14-E-QE-01, OS-14-E-QE-02, etc.). If, for instance, Quasar Energy was submitting its second exhibit, the document number would be OS-14-E-QE-02. If the exhibit consisted of three volumes, the documents would be further delineated by an alpha character “V” and a number, as follows: OS-14-E-QE-02-V01, OS-14-E-QE-02-V02, and OS-14-E-QE-02-V03.

Similarly, addenda are identified by the alpha character “A” and a number and follow the volume if applicable (*e.g.*, OS-14-E-QE-02-V01-A01). Errata are the last in the series, identified by the alpha character “E” and a number (*e.g.*, OS-14-E-QE-02-V02-E02).

If there is any question as to the correct document designation code to use for a filing, contact the Hearing Clerks.

C. FINAL NOTE

Because of the extensive nature of this proceeding, the Hearing Clerks request that all parties carefully follow these guidelines. All documents must be delivered via the 2014 Rate Adjustment Proceeding Secure Website. The Hearing Clerks may be reached at rateclerk@bpa.gov, or (503) 230-7670.

SO ORDERED, November 21, 2012.

/s/ Samuel J. Petrillo
Samuel J. Petrillo
OS-14 Hearing Officer

DOCUMENT DESIGNATION CODES

Official Record Posting Designation Code

A.....Final Documents
Administrator's Record of Decision
Administrator's Record of Decision - Appendix
Hearing Officer's Certification of the Record
EVEnvironmental Documents - Federal Register Notices, Scope
Documents, Waiver Letters, Draft Environmental Impact Statement,
Final Environmental Impact Statement
FR.....Federal Register Notices
FSFinal Studies
IIndices
PR..... Informational Mailings and Miscellaneous Notices
SParty Status - Intervention Petitions and Related Matters
ST.....Settlement Documents
TATranscripts of Oral Arguments
TBTranscripts of Field Hearings
TE.....Transcripts of Cross-Examinations
TPH.....Transcript of Prehearing Conference
W.....Public Comments and Reply Comments

Filing Designation Code

B.....Initial Briefs
EExhibits - (Initial Proposal - Studies, Testimony, Supplemental Testimony
Rebuttal Testimony, and Cross-Examination Exhibits)
H.....Scheduling Documents - Letters and Memoranda
M.....Procedural Matters - Motions to Compel, Motions to Strike,
Answers, Legal Memoranda
Q.....Qualification Statements
R.....Briefs on Exception

Hearing Officer Communication – Designation Code

HOCCorrespondence from the Hearing Officer's Desk
Broadcast Emails Sent to Official Party Service List
Hearing Clerk Memoranda and Miscellaneous Notices

Orders

HOO.....Hearing Officer's Orders

PARTY DESIGNATION CODES

AC	Avista Corporation
AL	Alcoa, Inc.
BC	Benton County Public Utility District No. 1
CO	Cowlitz County Public Utility District No. 1
CP	Calpine Corporation
CS	Caithness Shepherds Flat, LLC
ED	EDP Renewables North America, LLC
EW	Eugene Water & Electric Board
FR	Franklin County Public Utility District No. 1
GH	Grays Harbor Energy, LLC
IN	Industrial Customers of Northwest Utilities
IP	Idaho Power Company
IR	Iberdrola Renewables, LLC
JP	J.P. Morgan Ventures Energy Corporation
MS	M-S-R Public Power Agency
NE	NextEra Energy Resources, LLC
NI	Northwest & Intermountain Power Producers Coalition
NR	Northwest Requirements Utilities
PC	PacifiCorp
PG	Portland General Electric Company
PN	Pacific Northwest Generating Cooperative
PO	Pend Oreille County Public Utility District No. 1
PP	Public Power Council
PS	Puget Sound Energy, Inc.
PU	Public Utilities Commission of Oregon
PX	Powerex Corporation
RN	Renewable Northwest Project
SE	City of Seattle
SC	Southern California Edison Company
SN	Snohomish County Public Utility District No. 1
TA	City of Tacoma, dba Tacoma Power
TC	TransAlta Energy Marketing (U.S.)
TU	Turlock Irrigation District
WC	Willow Creek Energy, LLC
WG	Western Public Agencies Group
YP	Yakama Power