

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

2012 RATE ADJUSTMENT PROCEEDING     )  
  )     Docket Number     BP-12  
  )

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

The documents associated with the 2012 Rate Adjustment Proceeding will be electronically processed by a web-based rate case system. This system will facilitate preparation of the final record which will be submitted to the Administrator for consideration upon conclusion of the proceedings. Thereafter, the Administrator will issue a final Record of Decision which will be submitted for approval to the Federal Energy Regulatory Commission.

A. DOCUMENT DESIGNATION SYSTEM

Each party to the 2012 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:

BP-12-E-QE-01  
(1) (2) (3)

(1) The first part (“BP-12” in the example above) is the proceeding code for the 2012 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 BP-12-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. 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.*, BP-12-E-QE-01, BP-12-E-QE-02, etc.). If, for instance, Quasar Energy was submitting its second exhibit, the document number would be BP-12-E-QE-02. If the exhibit consisted of three volumes, the documents would be further delineated by an alpha character “V” and a succeeding number, as follows: BP-12-E-QE-02-V01, BP-12-E-QE-02-V02, and BP-12-E-QE-02-V03.

Similarly, addenda are identified by the alpha character “A” and a number and follow the volume if applicable (*e.g.*, BP-12-E-QE-02-V01-A01). Errata are the last in the series, identified by the alpha character “E” and a number (*e.g.*, BP-12-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 2012 Rate Adjustment Proceeding Secure Website. The Hearing Clerks can be reached at [rateclerk@bpa.gov](mailto:rateclerk@bpa.gov), or (503) 230-7670.

SO ORDERED, November 30, 2010

/s/ Samuel J. Petrillo

Samuel J. Petrillo  
BP-12 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
- EV.....Environmental Documents - Federal Register Notices, Scope Documents, Waiver Letters, Draft Environmental Impact Statement, Final Environmental Impact Statement
- FR .....Federal Register Notices
- FS.....Final Studies
- I.....Indices
- PR.....Informational Mailings and Miscellaneous Notices
- S.....Party Status - Intervention Petitions and Related Matters
- ST .....Settlement Documents
- TA.....Transcripts of Oral Arguments
- TB.....Transcripts 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
- E.....Exhibits - (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

- HOC...Correspondence 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
AP	Association of Public Agency Customers
BC	Benton County PUD
CA	Canby Utility Board
CK	Clatskanie People's Utility District
CO	Cowlitz County PUD
EW	Eugene Water & Electric Board
FR	Franklin County PUD
GC	Grant County PUD
ID	Idaho Public Utilities Commission
IF	Idaho Falls Power
IN	Industrial Customers of Northwest Utilities
IP	Idaho Power Company
IR	Iberdrola Renewables, Inc.
MS	M-S-R Public Power Agency
NG	Northwest Wind Group
NR	Northwest Requirements Utilities and Members
OK	Okanogan County PUD
PB	Public Generating Pool
PC	PacifiCorp
PG	Portland General Electric Company
PN	Pacific Northwest Generating Cooperative and Members
PO	Pend Oreille County PUD
PP	Public Power Council
PS	Puget Sound Energy, Inc.
PT	Port Townsend Paper Company
PU	Public Utility Commission of Oregon
PX	Powerex Corp.
SC	Southern California Edison Company
SE	City of Seattle
SN	Snohomish County PUD
TA	City of Tacoma
TC	TransAlta Energy Marketing
WG	Western Public Agencies Group and Members
WM	Western Montana Electric Generating and Transmission Cooperative
WU	WA Utilities and Transportation Commission