

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

2012 RESIDENTIAL EXCHANGE PROGRAM)	Docket Number	REP-12
SETTLEMENT AGREEMENT PROCEEDING)		
)		

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

The documents associated with the REP-12 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.

A. DOCUMENT DESIGNATION SYSTEM

Each party to the REP-12 Proceeding will be assigned a party code by the Hearing Clerk (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 REP-12 proceeding code, (2) the type of document, and (3) the party code. For example:

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

(1) The first part (“REP-12” in the example above) is the proceeding code for the REP-12 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 REP-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 secure website. To generate a document code, the party representative must log in to the 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.*, REP-12-E-QE-01, REP-12-E-QE-02, etc.). If, for instance, Quasar Energy was submitting its second exhibit, the document number would be REP-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: REP-12-E-QE-02-V01, REP-12-E-QE-02-V02, and REP-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.*, REP-12-E-QE-02-V01-A01). Errata are the last in the series, identified by the alpha character “E” and a number (*e.g.*, REP-12-E-QE-02-V02-E02).

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

C. FINAL NOTE

Because of the extensive nature of this proceeding, the Hearing Clerk requests that all parties carefully follow these guidelines. All documents must be delivered via the REP-12 Proceeding Secure Website. The Hearing Clerk can be reached at rateclerk@bpa.gov, or (503) 230-7670.

SO ORDERED, December 20, 2010

/s/ Martin Henner
Martin Henner
REP-12 Hearing Officer

DOCUMENT DESIGNATION CODES

Official Record Posting Designation Code

AFinal 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
FRFederal Register Notices
FSFinal Studies
IIndices
PRInformational Mailings and Miscellaneous Notices
SParty Status - Intervention Petitions and Related Matters
STSettlement Documents
TATranscripts of Oral Arguments
TBTranscripts of Field Hearings
TETranscripts of Cross-Examinations
TPH ...Transcript of Prehearing Conference
WPublic Comments and Reply Comments

Filing Designation Code

BInitial Briefs
EExhibits - (Initial Proposal -Studies, Testimony, Supplemental Testimony Rebuttal Testimony, and Cross-Examination Exhibits)
HScheduling Documents - Letters and Memoranda
MProcedural Matters - Motions to Compel, Motions to Strike, Answers, Legal Memoranda
QQualification Statements
RBriefs 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 Utility Customers
BC	Benton County PUD
BPA	Bonneville Power Administration – Power Services
CA	Canby Utility
CE	Constellation Energy
CK	Clatskanie People’s Utility District
CO	Cowlitz County PUD
CU	Citizens’ Utility Board of Oregon
EW	Eugene Water & Electricity 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.
KL	Klickitat County PUD
MS	M-S-R Public Power Agency
NG	Northwest Wind Group
NR	Northwest Requirements Utilities
OE	Oregon Department of Energy
OK	Okanogan County PUD
PB	Public Generating Pool
PC	PacifiCorp
PG	Portland General Electric
PN	Pacific Northwest Generating Cooperative
PO	Pend Oreille County PUD
PP	Public Power Council
PS	Puget Sound Energy
PT	Port Townsend Paper Company
PU	Public Utility Commission of Oregon
PX	Powerex Corp.
SE	City of Seattle – Seattle City Light
SN	Snohomish County PUD
TA	City of Tacoma – Tacoma Power
TI	Tillamook People’s Utility District
WG	Western Public Agencies Group
WM	Western Montana Electric Generating and Transmission Cooperative
WU	Washington Utilities and Transportation Commission