

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

|                                  |   |               |       |
|----------------------------------|---|---------------|-------|
| 2020 TERMS AND CONDITIONS TARIFF | ) |               |       |
| PROCEEDING                       | ) | Docket Number | TC-20 |
|                                  | ) |               |       |

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

The documents associated with the TC-20 Proceeding will be filed through the Secure Website as provided in Bonneville’s Rules of Procedure as adopted in September 2018 and as posted on the Secure Website. This system will facilitate preparation of the Record and the completion of this proceeding as provided in the Federal Register Notice for this proceeding.

Capitalized terms not otherwise defined in this order have the meanings given in the Rules of Procedure.

A. DOCUMENT DESIGNATION SYSTEM

Each Litigant will be assigned a party code by the Rate Hearing Coordinator. A list of party codes will be included with the Order Granting Interventions for this proceeding. 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 Secure Website). The code consists of three parts: (1) the BPA terms and conditions tariff proceeding code, (2) the type of document, and (3) the party code. For example:

TC-20-E-QE-01  
(1) (2) (3)

(1) The first part (“TC-20” in the example above) is the proceeding code for the TC-20 Terms and Conditions Tariff 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, please see the attached Document Designation Codes (page 3).

(3) The third part (“QE-01” in the example above) identifies the Litigant and assigns a number to each document in sequence. In the above example, “QE-01” represents the

first exhibit submitted by Quasar Energy.

Section 1010.7(b) of the Rules of Procedure governs formation of joint parties. 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 Secure Website. To generate a document code, the Litigant’s 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 Litigant must insert it in the lower right-hand corner of each page of the document.

The Secure Website will generate filing numbers sequentially according to category (such as “TC-20-E-QE-01” in the example above). If, for instance, Quasar Energy were submitting its second exhibit, the document number would be TC-20-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: TC-20-E-QE-02-V01, TC-20-E-QE-02-V02, and TC-20-E-QE-02-V03.

Similarly, addenda are identified by the alpha character “A” and a number and follow the volume if applicable (*e.g.*, TC-20-E-QE-02-V01-A01). Errata are the last in the series, identified by the alpha character “E” and a number (*e.g.*, TC-20-E-QE-02-V02-E02).

Any Litigant with a question about the correct document designation code to use for a filing should contact the Hearing Clerk.

## C. FINAL NOTE

The Hearing Clerk requests that all Litigants carefully follow these guidelines to avoid confusion and delay. All documents must be filed through the Secure Website. The Hearing Clerk may be reached at TC-20clerk@martenlaw.com or (503) 241-2644.

SO ORDERED, December 7, 2018.

/s/ Sarah Dennison-Leonard  
Sarah Dennison-Leonard  
TC-20 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
- P..... Pre-hearing Briefs
- 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