

**FEDERAL ENERGY REGULATORY COMMISSION  
WASHINGTON, DC 20426**

Office of Energy Market Regulation

July 23, 2008

Dear [ ],

You are receiving this letter because your utility or one or more utilities within your corporate structure meet the criteria requiring your utility(ies) to file the Federal Energy Regulatory Commission's (FERC's or Commission's), *Interrogatory on Fuel and Energy Purchase Practices* (also known as the *FERC-580*). The *FERC-580* is due on September 15.

As a result of Commission efforts to improve data quality and completeness, it became necessary to incorporate certain data quality control elements (DQCEs), such as the utility codes the Energy Information Administration assigns for use in Federal energy data collections. Otherwise, the 2008 *FERC-580* asks the same questions as in the past.

This year, respondents may choose to prepare their responses using either an *Excel* workbook Commission staff created or a *Word* version of the *FERC-580*; either way, the questions on the interrogatory are the same. I've attached both files and they are available at <http://www.ferc.gov/docs-filing/hard-fil.asp#580>.

The *Excel* workbook provides you with many drop-down menus—including most of the DQCEs—which will help you prepare your response. Because your use of the *Excel* workbook will help us in the possible automation of this data collection, I encourage you to provide your response by using the workbook. For those who choose to use the *Word* version, all DQCEs are at <http://www.ferc.gov/docs-filing/hard-fil.asp#580> either as lists or Internet links that will take your browser to where the information can be found.

Commission staff prepared easy-to-use guidance documents to help you prepare your response quickly and accurately, regardless of which format you choose to use.

The *FERC-580 Desk Reference* provides you with:

- general filing requirements,
- step-by-step instructions for completing each question,
- supporting illustrations for responding to Question 3h, and
- a glossary.

The interrogatory, in both *Word* and *Excel*, the *FERC-580 Desk Reference*, and a list of frequently asked questions, are attached and are also available on our website at <http://www.ferc.gov/docs-filing/hard-fil.asp#580>.

In closing, please be mindful of the following. First, previously filed FERC-580 responses are available in FERC's e-Library.

Second, I encourage you to submit your responses through the Commission's eFiling system as an *Excel* spreadsheet or *Word* document. Do not convert your response into an *Adobe* portable display format. FERC's eFiling system limits the size of each electronic document filed to 50 MB. This file-size limit may be especially important to you as you include required audit reports and supplemental materials in electronic formats to complete your 2008 FERC-580 filing. If you choose not to eFile your 2008 FERC-580, send an original and one copy of the filing (a total of two copies of the filing and attachments on electronic media) to:

Federal Energy Regulatory Commission  
Secretary of the Commission  
888 First Street, N.E.  
Washington, DC 20426  
Attention: FERC-580

**Please do not send your filing via the U.S. Postal Service as their thermo-security procedures for all mail posted to Federal addresses destroys any electronic media enclosed.**

Lastly, your final and complete responses are due on September 15.

If you need assistance, or if you have any questions, please contact Lorena Finger at (202) 502-8201 or Patricia Morris at (202) 502-8730. You can also send your questions in an e-mail to [FERC-580@ferc.gov](mailto:FERC-580@ferc.gov) and we will respond promptly.

Sincerely,



Norma G. McOmber, Manager  
Strategic Planning Group