Submission Guidelines - April 11, 2008

Introduction

These instructions apply to filings made with the Commission using any media (eFiling, CD/DVD, paper, and other media formats). They are intended to instruct new filers and provide a reference to frequent filers.

We hope these instructions are comprehensive and clear; however, contact FERC Online support via email at FERCOnlineSupport@ferc.gov or via phone at 1-866-208-3676 with questions.

We currently accept filings through the following channels: 1) eFiled at the Commission website; 2) eFiled using eForms software provided by the Commission, or 3) filed on paper or on CD/DVD at FERC Headquarters, or with one of the FERC Regional Offices (for filings related to Hydropower safety and inspections).

Beginning in March 2008 almost all types of filings with the primary exception of tariffs and tariff-related filings can be securely eFiled via the Commission website. We recommend the use of this service since it allows FERC to process and post filings faster and more efficiently, saves paper and mailing/delivery costs, and is gentler on the environment. For the filings that cannot be eFiled using the Commission website we recommend filing on CD/DVD media to reduce the number of paper copies that must be submitted.

Failure to follow these instructions could either cause the Secretary to reject your filing or the Commission to experience delays reviewing your filing. It is your responsibility to file correctly.

When making any filing other than a comment on a FERC proceeding or rulemaking, you should be familiar with FERC regulations in Title 18 of the Code of Federal Regulations (18 C.F.R Parts 1-399). Part 385 contains the agency's procedural rules, but there are specific requirements in other parts of Title 18 for filings in the Electric, Natural Gas Pipeline, Oil Pipeline, and Hydropower program areas. The Commission's Regulations, updated to reflect all Final Rules published in the Federal Register, are available online in Title 18 of the Code of Federal Regulations (18 C.F.R.).

General Formatting Instructions Pertaining to both Electronic and Paper Documents

Documents submitted through any channel or on any media should be legible since they are part of the public record, are used by many different stakeholders, and are often retained for several years or even permanently.

At least once at the beginning of every document, provide the following information on the first page of the document: docket number (if applicable); "INTERLOCUTORY APPEAL" underneath the docket designation if the filing is an appeal under Rule 715(c) of a presiding officer's denial of a motion for an interlocutory appeal statement; schedule identification (if applicable); the title of the proceeding if a proceeding has been initiated; schedule title (if applicable); a description of the filing; the participant for whom the filing is made or a shortened designation for the participant company name; filing date; and time period (if applicable).

Filing CEII or Privileged Material

Persons filing information that warrants special treatment as CEII or Privileged must organize the information as follows:

- Separate Public, CEII and Privileged material into clearly-marked binders or separate sections.

- Insert a page in the Public volume/section at each place where CEII or Privileged material has been removed. The page must identify the volume or section containing the removed material.

- The first page of each volume or section (cover sheet) must include information sufficient to identify the filer, title of the submission, volume number (e.g., Vol. 1 of 4) and a description of the material contained therein.

Stamp or clearly mark all pages of all files that are CEII or Privileged or Protected with the applicable designation at the top center of each page in 18-point bold lettering. The cover sheet for each volume or section also must be stamped or marked accordingly.

FERC Filing Guide/Qualified Documents List

Certain filing requirements have specific statutory or regulatory formatting and other instructions. The FERC Filing Guide/Qualified Documents List has up-to-date, requirement-specific filing guidelines. By filing requirement, it identifies:

- the applicable C.F.R Cite, Statute, and Section;
- the Filing Requirement;
- eligibility for electronic submission via eFiling--documents not eligible for electronic submission may be filed on paper (see Reference Guide for copies) or on CD/DVD (see Instructions Specific to CD/DVD and Other Media Format Submissions below);
- the appropriate efiling menu choices for the filing;
- the docket prefix that will be assigned to the filing;
- and the number of staff courtesy paper copies requested for certain eFiled submissions and the location to which those copies should be addressed.

General Instructions Pertaining to Electronic Documents (eFiled or submitted on CD/DVD)

Each submission must have at least one Public file that describes the nature of the filing. For submissions containing many files, a transmittal letter must be included that describes the organization of the files and their security designations.

We can only accept certain electronic file types since we need to make submitted files available for both staff and public use and we need to maintain the ability to view those files for several years or, in some cases, permanently. The FERC Acceptable File Formats (at Appendix A and http://www.ferc.gov/help/submission-guide/formats.asp) has an up-to-date list of acceptable electronic file formats.

File formats that are not permitted include executable (.exe) files, auto-run files, and any viewer software (such as the Adobe Acrobat viewer). Certain file types must be accompanied by a detailed description of the content of the file and instructions for the public on how to obtain resources to view it. Certain other file types must be accompanied by a written transcript and a detailed description of the content of the file. Zipped (.zip, compressed) electronic files are permitted but cannot contain other embedded .zip files.

Each submitted electronic file must be 50Mb or smaller since we must make it available for viewing and downloading to a variety of stakeholders. We prefer files 10Mb or smaller for the same reason. We encourage you to organize

your filing using multiple electronic files and space-efficient content formatting and file types to meet the 10Mb preference whenever possible.

Electronic file names must be 60 characters or less (including the period, spaces, and special characters) and must contain only one period immediately before the file format suffix (e.g., .pdf, .doc, .jpg). For filings containing Privileged or CEII material we recommend using either PRIV or CEII for the first four characters of the file name to reduce human error when you are uploading files during eFiling or writing your files to a CD/DVD. In order to assist other people who may be submitting your files through eFiling or on CD/DVD as well as staff who will process and review your filings, it is generally good practice to name files thoughtfully--especially avoid reusing the same file name for a given filing and avoid reusing the same file name when filing an amendment or revision.

Material that is subject to a Protective Order, or for which a Protective Order is requested, may not be eFiled but may be submitted on paper and CD/DVD.

Use common best-practices to improve the usability of the documents you submit:

- Files should be saved and filed using the electronic file type commonly used by the authoring software used to compose them (e.g. .doc for MS Word or .xls for MS Excel) as long as it is one of our accepted electronic file types;

- If the document has a table of contents, use internal document hyperlinks or bookmarks;

- Portable Document Format (PDF) documents should be text searchable. Scanned text and graphic PDF documents should be used only for documents that do not exist in an electronic format, such as copies of old documents. If you are converting AutoCAD or Visio files to PDF you should use options that preserve layers and layouts. Please Note: we strongly discourage the submission of scanned text and graphic PDF documents—submission of such documents restricts the ability of staff conduct review and could lead to staff data requests and/or the need for you to file amendments. Use the Adobe Insert command to combine multiple PDF documents into a single document rather than using the Link Tool or Attachments;

- Files must not be password protected at any level (document, worksheet, table, graphic, cell, etc.); they may be made read-only but must not be copy protected;

- Do not include hidden data or hidden references;

- Do not include macros or scripts that alter the file in a manner that changes the content (e.g., auto-date macro) or render the file unreadable.

- Do not include hyperlinks as a means to include items as part of the record you intend to rely upon;

- Do not encrypt files;

- Use page headers and footers as appropriate.

For security reasons submitted files must not contain viruses; spy ware; calls to external sources; macros or scripts referencing information not included in the filing.;, or scripts of any type referencing locations external to the document..

When filing numeric data and work papers showing calculations:

- Include calculations required by regulation;
- Include worksheets or tables with the same columnar headings in a single file whenever practical;
- Include the formulas, scripts, or macros (and any sources they reference) used for calculated fields;
- Exclude leading zeros, precede negative values with "-", indicate units or special characters in separate fields or headings, and do not use a 1000 separator (,) whenever practical.

Instructions Specific to eFiled Submissions

eFiling:

The eFiling service is hosted on FERC website at http://www.ferc.gov/docs-filing/efiling.asp.

The eFiling menus provide you with the ability to file comments and numerous other document types in FERC proceedings using a file attachment process.

The eFiling File Upload screen provides tabs for uploading files by security designation (Public, Privileged, and CEII). eFiling cannot be used to file Protected material. Two-hundred or fewer files per each security designation can be uploaded with one eFiling submission.

For application-type filings that will receive a new docket number, the submitter should query and select the party or parties that will appear on the service list with an Applicant designation (this does not include the law firm making a filing on behalf of a client). For Joint Applications, select each party individually. Party and Contact information will be automatically added to the service list for the new docket. It is important, therefore to ensure that all contacts for the Applicant(s) that should appear on the service list be eregistered and added as contacts during the submission process.

Staff Courtesy Copies of Certain Document Types

For certain filings (generally those requiring large maps or engineering drawings), courtesy paper copies must be provided to staff before the close of the next business day after efiling the material. The efiled material will be considered the record copy – courtesy copies may not contain more information than is in the efiled submission. Courtesy copy requirements are noted in the Filing Guide/Qualified Documents List (at http://www.ferc.gov/docs-filing/efiling/filing.pdf).

After receiving the emailed Confirmation of Receipt from the eFiling service, please print that Confirmation of Receipt and include it with the each courtesy copy. Complete forms of address corresponding to the references in the Filing Guide/Qualified Documents List for directing copies to the appropriate program office responsible for reviewing the filing. Send that package to FERC using courier services or next-day delivery. Please do not send courtesy copy packages to the Secretary.

Document-less Motions to Intervene (Optional)

You may now intervene in an FERC proceeding by using either a new Document-less Intervention option or by uploading a document in the traditional manner. For additional information on intervening in Commission proceedings refer to How-to-Intervene (at http://www.ferc.gov/help/other-guide/intervene.asp) and the Commission's regulations in 18 C.F.R. § 385.214.

Quick Comments for P, PF, and CP Dockets

There is a new Quick Comment option for submitting text only comments in the following project/docket categories:

1. P (Hydropower Licensing);
2. PF (Natural Gas Pipeline Pre-Filing Activity)
3. CP (Natural gas Pipeline Certificate Application Proceedings

Quick Comment is intended primarily for first time or occasional users impacted by a single Hydropower or Natural Gas Project. An eRegistration account is NOT required to use Quick Comment. Comments are limited to 6,000 characters of text (there is a counter at the bottom of the screen) and all comments will be placed in the Public record for the specified proceeding. Persons submitting comments larger than 6,000 characters, including non-text material or other files, or submitting any type of non-public material must use the eFiling system.

eService

Parties to a FERC proceeding must serve copies of their submission on other parties in the proceeding. You can serve the Public portions of your submission by forwarding the Acceptance for Filing email from the eFiling service to the contacts for the other parties. It contains an active link to your filing in eLibrary. To identify the parties to a proceeding, use the FERC Online Web Service List.

Instructions Specific to CD/DVD and Other Media Format Submissions

The entire submission, including the cover letter, form of notice (if applicable), and all maps and drawings, should be included on one or more CDs/DVDs. All files must be organized by security designation (Public, Privileged, CEII, and Protected) on separate CDs/DVDs or paper volumes for each security designation.

Acceptable media at this time are CD and DVD. Other media (e.g. audio tapes, video tapes, cassette tapes, zip drives and other external drives, diskettes, and thumb drives) will not be accepted unless specifically directed by a FERC regulation or staff data request.

The number of paper copies and CD/DVD sets to be submitted is listed in Table 1 below. A paper copy of the cover letter should be included with each paper copy and with each copy of the Public CD/DVD (or first CD/DVD in the set if non-public).

The cover letter file should be on each CD/DVD (the same cover letter in the case of submitting multiple CDs/DVDs) and should identify:

- For existing proceedings, the applicable docket and sub-docket number(s); for new applications, include the docket prefix that will apply;
- The party or parties making the submission;
- A description of the submission and the information being submitted, including a list of paper volumes (if applicable) and a list of the CDs/DVDs, and the security level that applies to each volume or CD/DVD;
- A statement that the entire submission is contained in the CDs/DVDs; and
- The name, address, telephone number, and email address of the person(s) responsible for the submission. The responsible person(s) should have a validated FERC Online eRegistration account(s);
- Any other information required to be included.

CDs/DVDs sent via the U.S. Postal Service are frequently damaged or unreadable. Use of express or courier delivery services to submit CDs/DVDs is recommended.

Folder, sub-folder and file names should correlate as much as possible to the logical organization of the document. All large format pages for which the original is larger than 8.5 x 11 inches (including some maps, drawings, aerial photography, and items on legal sized paper) should be segregated into separate folders. The folder name should begin with "LargeFormat" and should contain only oversized materials. Use folder names (such as Volume I, Volume II, Exhibit A, Exhibit B, LargeFormat, Maps) and file names that are descriptive. The cover letter and any form of notice (if applicable to the submission) should be in the root directory.

Each CD/DVD must have an external label that identifies the applicant or filer, the docket number (and sub-docket, if applicable) or the applicable docket prefix (for new applications), a brief description of the content of the CD/DVD, the applicable security classification for the CD/DVD, and the date of submission. If the submission includes more than 1 original CD/DVD, each original CD/DVD in the set should be labeled "Original" and numbered (for example, 1 of "x"). CDs and DVDs that are copies of the original must be labeled "Copy" and similarly numbered. The four security labels that are available, one of which must be used, are Public, Privileged, CEII, Protected.

For each file where the security level is anything other than "Public," the

appropriate security level must be prominently displayed on the first page of the file. Files must be organized on separate CDs/DVDs for each different security designation. FERC is not responsible for detecting and correcting filer errors in security designations-- it is your responsibility to ensure that all information other than public information is appropriately designated and that only information other than public information is included under Privileged, CEII, or Protected designations.

Protected material must be included on a separate CD/DVD with one paper original and both the paper copy and the media must be submitted under seal.

Table 1: Number of paper and CD/DVD copies to submit (For gas certificate applications an original and 4 paper copies should be submitted).

Security Level	Paper Copies	CD/DVD
Public	Original + 2 copies	Total number of original and copies required by regulation (For example, if the Commission's regulations for the filing type normally require an original and eight copies, then a total of nine copies of the Public CD/DVD(s) should be included). Include a paper copy of the cover letter with each copy of the Public CD/DVD
CEII	Original + 2 copies	Three copies
Privileged	Original Only	One copy
Protected	Original Only (under seal) with copy of cover letter on the outside of the sealed envelope /container	One copy (included with the paper copy in a sealed envelope/container)

<u>Instructions Specific to eForms and Electric Quarterly Reports (EQR) Submissions</u>

For information collections that require extensive data entry by regulated entities, FERC provides downloadable software to facilitate that data entry, improve the quality of the information collected, and provide entities with a tool to manage and submit the information. The information collected is stored in collection-specific central databases and can be downloaded by the public. Information collections that require a minimal amount of data entry are eFiled as documents via eFiling—the data for these collections is not stored in central databases. Detailed information about all information collections is consolidated in the eForms link on our website.

Instructions Specific to Paper Submissions

Send all paper or non-electronic official communications by mail or overnight services to:

Kimberly D. Bose, Secretary
Nathaniel J. Davis, Sr., Deputy Secretary
Federal Energy Regulatory Commission
888 First Street, N.E.
Washington, DC 20426

All communications regarding existing proceedings and cases should be identified by the name and docket number of the proceeding.

Follow current FERC regulations in 18 C.F.R 1-399.

Use FedEx, UPS, DHL or other package express service – or hand deliver paper filings to FERC. Documents sent through US Postal Service are irradiated, which destroys media and may render filing unusable, and may be subject to delivery delays of up to two weeks.

When hand-delivering paper filings you must arrive at FERC before 5:00 pm Eastern Time and in sufficient time to clear Security. Please be respectful of the support staff receiving your hand-delivered filings if you arrive close to 5:00 pm. Your filing will be considered filed on that date, but may not be stamped in until the next morning (with the previous day's date) if doing so means that staff has to will have to wait for an extended time for you to unpack, collate, sort or otherwise make your submission ready-to-file.

Separate Public, CEII and Privileged material into clearly-marked binders or separate sections. Insert a page in the Public volume/section at each place

where CEII or Privileged material has been removed. The page must identify the volume or section containing the removed material. The first page of each volume or section (cover sheet) must include information sufficient to identify the filer, title of the submission, volume number (e.g., Vol. 1 of 4) and a description of the material contained therein. Stamp or clearly mark all pages that are CEII with the applicable designation (refer to the attached table). The cover sheet for each volume or section also must be stamped or marked accordingly. Submit the following volumes or separate sections: Public: an original and the required number of copies per the Filing Requirement; CEII: an original and two copies; Privileged: an Original only.

Refer to the applicable Commission regulation for the required number of copies.

Personal Information, including Social Security Number, Account Number, Address, and Telephone Number

Social Security numbers and bank/financial account numbers, submitted as part of a filing, should always be:

- marked "Privileged"
- included only in the "Privileged" part of the filing, and not included in the "Public" part of the filing.

In general, other personal identifying information a filer submits (such as his/her address, e-mail address, and/or telephone number) will be a part of the record and will be "Public" unless otherwise requested.

However, if address, e-mail address, and/or telephone number is submitted about a third party not represented by the filer, the third party must consent in writing in advance before that information should be submitted as "Public". For example, if a list of landowners' names includes additional personal information (such as address, telephone number, and/or e-mail address), it should be marked "Privileged", unless each landowner consents in writing prior to the information being submitted as "Public".

For additional guidance on filing "Privileged" materials, refer to 18CFR §388.112 and FERC.Gov.

Appendix A

FERC Acceptable File Formats

Description	**Suffix**
Adobe Portable Document Format (Acrobat 4.x or higher)	.PDF
Advantica SynerGEE compatible Microsoft Access application MDB file [1]	.MDB
Advantica SynerGEE input data set for pipe flow program [1]	.PD
Advantica SynerGEE xy coordinate text file [1]	.XY
ASCII Comma Separated Value	.CSV
ASCII Text Format	.TXT
AutoCAD Drawing database [1]	.DWG
Corel WordPerfect	.WPD
ESRI Shape Format (vector format created by the Environmental System Research Institute) main file [1]	.SHP
ESRI Shape Format (vector format created by the Environmental System Research Institute) index file [1]	.SHX
ESRI Shape Format (vector format created by the Environmental System Research Institute) dBase table [1]	.DBF
ESRI Shape Format (vector format created by the Environmental System Research Institute) projection file [1]	.PRJ
ESRI ArcGIS auxiliary file [1]	.AUX
ESRI ArcGIS external pyramid layer file used for rapid display of raster files [1]	.RRD
ESRI ArcMap project file [1]	.MXD
ESRI ArcIMS Project file (ArcXML) [1]	.AXL
ESRI ArcView spatial bin file for shapefiles [1]	.SBN
ESRI ArcView spatial bin index file for shapefiles [1]	.SBX
ESRI TIFF world files [1]	.TFW
ESRI ArcGIS MrSid (LizardTech) image raster file [1]	.SID
ESRI ArcGIS MrSid georeferencing information (world) file [1]	.SDW
Extensible Markup Language	.XML
FERC Index of Customers and Form No. 11 information collection tab delimited text files [2]	.TAB, .TA1, .TA2, .TA3

[1] A detailed description of the content of the file and instructions for the public on how to obtain resources to view it must be included with the submission in light of National Archives and Records Administration regulations. This file type must only be submitted with Advantica SynerGEE, AutoCAD, ESRI, MUST, WinFlow, or WinTran files.

Graphic Image Format	.GIF
Gregg Engineering WinFlow output file [1]	.LOG
Gregg Engineering WinFlow output file [1]	.NTP
Gregg Engineering WinFlow output file [1]	.OVR
Gregg Engineering WinFlow input file [1]	.WFP
Gregg Engineering WinTran time-varying schedule file [1]	.SCH
Gregg Engineering WinTran output file [1]	.WTO
Gregg Engineering WinTran output file [1]	.WTS
Joint Photographic Experts Group	.JPG
Keyhole Markup Language (xml-based structure for geographic data in an Earth browser such as Google Earth)[1]	.KML
Keyhole Markup Language compressed file [1]	.KMZ
Lotus	.WK1, .WK3, .WK4
Microsoft Excel [4]	.XLS
Microsoft Media Player [3]	.WMV, .WMA
Microsoft Power Point	.PPT, .PPS
Microsoft Word [4]	.DOC
Motion Picture Experts Group [3]	.MPG
MP3 audio file (mp3) [3]	.MP3
Managing and Utilizing System Transmission (MUST) Software [1]	.CON, .MON, .SUB, .TRA
RAW Image File (RGB 24-bit Graphics)	.RAW
Rich Text Format	.RTF
Tagged Image File Format	.TIF
Waveform sound (Microsoft Windows) [3]	.WAV
Web page file containing Hypertext Markup Language (HTML) markup	.HTM
Windows bitmap	.BMP
Zip file compressed archive (must not be self-extracting)	.ZIP

[2] Should only be submitted when filing FERC Index of Customers or FERC Form No. 11.

[3] A written transcript and a detailed description of the content of the file must be included with the submission in light of the Americans with Disabilities Act.

[4] FERC is not able at this time to accept the following file types used by Microsoft Office 2007: .docx, .docm, .xlsb, .xlsm, .xltx, .xltm, .xlam. We will update these guidelines when we can accept these file types.