BPA Rate Case Site (RCS)

User Guide

Bonneville Power Administration

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INTRODUCTION

The Rate Case Site (RCS) is a document management and control application for use in BPA Rate Cases. Official Parties, the Hearing Officer, and the Rate Case Clerk use the secure area of the RCS to submit and access all discovery documents, including Exhibits, Data Requests, Data Responses, Motions, and Orders. Generally, the public has access to view all filed documents except Data Requests and Responses and certain other confidential or proprietary information.

Please note that special procedural rules may contain additional filing requirements. Please refer to the applicable Special Rules of Procedure for more information.

This document provides instructions for use of the RCS by Official Parties to the Rate Case.

APPLICATION BASICS

System Functionality: Who Does What

Two groups have access to the RCS secure area: Official Parties, and the Hearing Officer and Rate Case Clerk. System activities differ slightly for each, as described below.

Official Parties can:

- Enter and submit Filings on behalf of your Party.
- Enter and send requests to another Party for information on Filings submitted by the Party.
- Respond to requests directed to your Party.
- View all Filings, Data Requests, Data Responses, and Orders.
- Receive email notification regarding the submission of Filings, Data Requests, Data Responses, and Orders.
- Receive communications from the Hearing Officer.
- Manage your user settings.

Note: To file a document under seal, it is necessary to upload a placeholder document and identify it as "Notice of Filing under Seal of [insert title of the sealed document]". In the placeholder document, recite that the identified document was filed under seal with the Hearing Officer by the submitting Official Party concurrently with the filing of the placeholder document. Identify the basis for filing the document under seal in the placeholder document. Contact the Hearing Clerk for instructions on how to transmit the sealed document to the Hearing Officer.

Hearing Officer and Rate Case Clerk can:

- Enter Orders.
- Send official communications.
- View all Filings, Data Requests, Data Responses, and Orders.
- Receive email notification regarding the submission of Filings and Orders.
- Manage their user settings.

Contacts

If you do not have access to the system or have log in/password problems, contact the Rate Case Clerk.

If you are experiencing technical problems with the BPA RCS, send an email to webapplications@bpa.gov.

RCS Secure Log In Technical Environment

- RCS is optimized for Internet Explorer v5.5 and up.
- Adobe Reader is required (http://www.adobe.com).

RCS SECURE LOG IN AND ELECTRONIC SUBMISSION

The Electronic Signature

Consistent with a traditional handwritten signature on a paper document, an Electronic Signature is a method to sign an electronic message (Government Paperwork Elimination Act (GPEA), P. L. 105-277, Title XVII, §1709(1)). A document is electronically signed by using the RCS - Secure Log In password and clicking on a button to submit the document. All Official Parties to the Rate Case will be assigned a password to access the RCS - Secure Log In and validate the Party's identity. Once a Party has access to the system, documents may be electronically submitted into the Rate Case. The password and clicking **Submit**, together, are considered the Party's Electronic Signature.

The Electronic Signature represents the Party's authorization to submit documents, including Exhibits, Data Requests, Data Responses, Motions and any other Filings into the Rate Case through the RCS - Secure Log In. Similar to when documents are submitted in paper form, documents submitted using the RCS - Secure Log In are not considered as evidence unless designated by the Hearing Officer.

Because the password authenticates the source of an electronic submission, it is vitally important for each Party to protect the privacy of their password so that unauthorized persons do not access the RCS - Secure Log In or submit documents using the Party's account.

Parties should not include sensitive information in any document submitted through the RCS Secure Log In unless such inclusion is necessary and relevant. Information in the document, including sensitive information, may be accessible to the public over the Internet. Refer to page 2 for filing documents under seal or for alternative filing options.

Refer to the Special Rules of Practice or other applicable procedural rules regarding electronic Filing and discovery procedures. A document submitted electronically through the RCS Secure Log In will have the same legal force as if the document was submitted by regular postal mail in paper form (GPEA § 1707).

Use of Cookies

Cookies are short text files placed on the computer's hard drive by a web site, usually without the user's knowledge. Cookies are not an executable program and do not adversely impact the computer. The RCS Secure Log In uses a session cookie to enable a Party to make Filings electronically. A session cookie operates only for the

duration of the browser session; when the user shuts down the browser, the cookie is released and disappears.

A Party will not be able to submit documents electronically if their browser is set to prevent any cookie from being sent to its system.

GETTING STARTED

Web Site Location

To access the RCS through Internet Explorer, enter the following URL in the **Address** bar:

https://secure.bpa.gov/ratecase

The BPA RCS screen (Figure 1) displays:

Figure 1 - BPA RCS Home Page

From this screen you can view documents associated with various Active or Inactive Rate Cases. To access "read-only" copies of the documents associated with a particular Rate Case, select the **View Documents** link that is located to the right of the case title.

Active Rate Cases

Rate Case Name	View Case Documents	
2001 Transmission Test Rate Case	View Documents...	Lo
2010 Power Test Wind Rate Case	View Documents...	Lo
2055 Transmission Some Rate Case	View Documents...	Lo

Filing List

Rate Case: 2001 Test Rate Case [Reset View]

Upload Code: Filter Upload Code

No Documents matching these selections were found

You are viewing page 1 of 0

A screen similar to Figure 2 displays where you can filter for read-only documents by Rate Case name and Upload Code.

Figure 2 - RCS Document Filter

CREATE A USER ACCOUNT

For initial access to the RCS, you must create a user account.

1) At the Rate Case Home page, click the **Request Access** link in the left navigation bar. The following screen displays:

2) Click the **Create New Account** button. The following screen displays:

Rate Case Home ▶ Request Access

- Rate Case Home
  - View Documents
  - Request Access

New Users:
If you have never used this system and would like to request access to a particular rate case, click the 'Create New Account' button below.

[Create New Account] [Cancel]

Returning Users:
If you have used this system before and would like to access a new rate case, click the 'Request Rate Case Access' button below.

[Request Case Access] [Cancel]

Fill in the fields and click the **Next** button. The following displays:

3) Fill in the fields. Then, select the Rate Case to which you are requesting access from the **Requested Case** drop-down list. Then, click the **Next** button. The following screen displays:

A summary screen displays showing the information you have provided.

4) Click the **Finish** button. The following screen displays:

REQUEST ACCESS TO A RATE CASE

To request access to a Rate Case if you already have a user account:

1) At the RCS Home page, click on the **Request Access** link in the left navigation bar. The following screen displays:

2) Click the **Request Case Access** button. The following screen displays:

3) Enter the email address you use as your account username in the **Email** field.

4) Select the Rate Case to which you want access from the **Requested Case** drop-down list, and click **Finish**.

LOGGING IN

Enter the secure log in area by clicking on the **Log In…** link located to the far right of the active Rate Case title on the home page.

The Log In window displays. Enter your email address and the password provided in the email you received from the Rate Case clerk and click the **Log In** button.
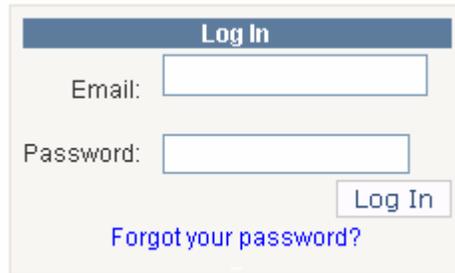
Figure 3 - BPA Rate Case Secure Site Log In

After you log in, the "Change Party" screen displays if you are a member of more than one Party and/or Joint Party. From here, select the Party you wish to log in under. For this example, we will choose **BPA** by clicking on the word **Select** next to the BPA Party Code.

Figure 4 - RCS Change Party Screen

The BPA RCS Secure Filings Home screen displays. Your name and the selected Party name displays in the upper right corner of the screen.
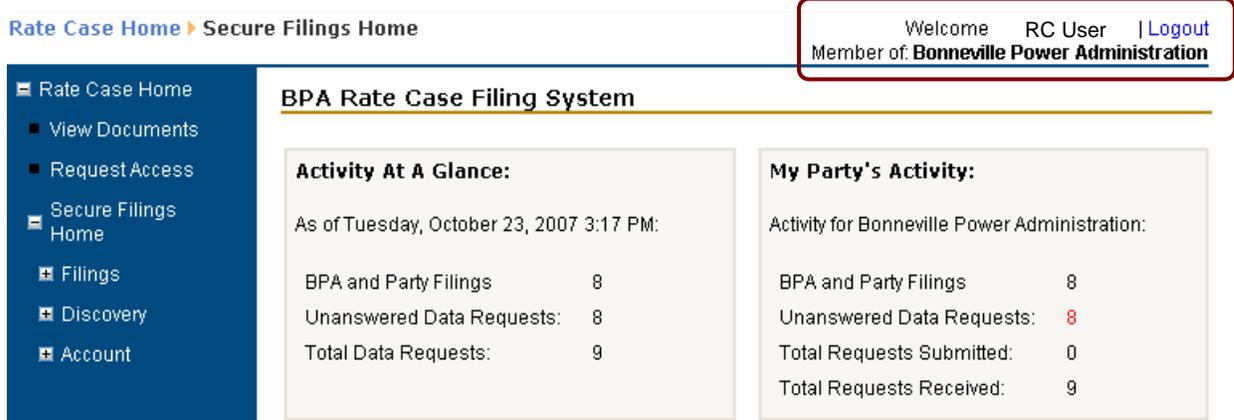
Figure 5 - Name and Party Identification

Log In Difficulties

If you experience problems logging in (see Figure 6) or you feel that you do not have the permissions you need, contact the Rate Case Clerk (refer to "Contacts", page *2*).
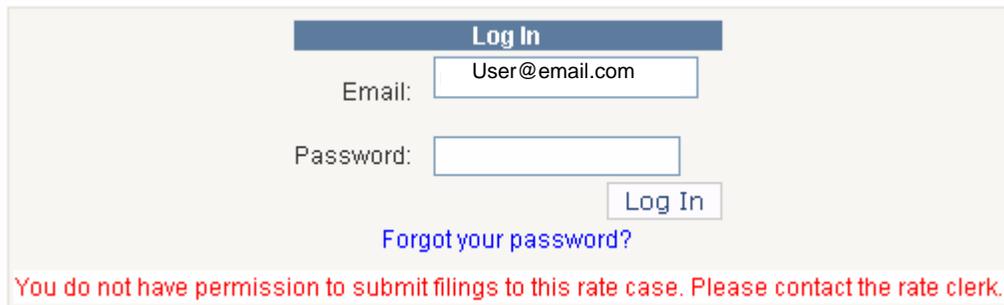
Figure 6 – Access Difficulties - Example

Logging Out

To logout of RCS, click on the **Logout** link located at the top right of the screen. You are returned to the main RCS log in screen. Or, you can close Internet Explorer to exit the BPA Rate Case Portal.
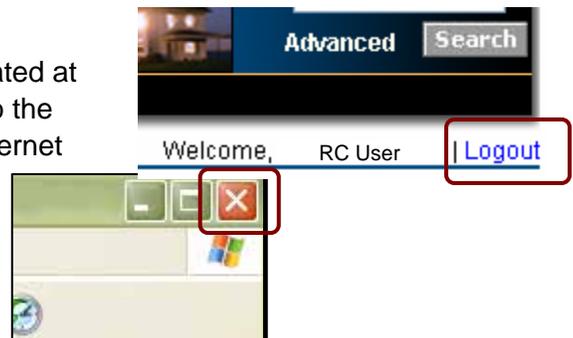
Returning to the Secure Filings Home Page

To return to the Secure Filings Home page from any secure RCS screen, do one of the following:

Note: Remember that the **Rate Case Home** link takes you to the primary home page of the entire BPA RCS.

Click on the **Secure Filings Home** link in the left navigation bar.

Printing with RCS
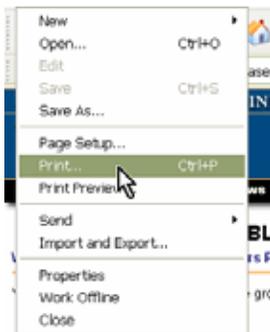
To print documents from RCS, open the document. Then, go to **File** on the toolbar and select **Print** (**Ctrl+P**).

RCS also allows you to print screen views. Display the desired screen and select **Print** (**Ctrl+P**) on the Internet Explorer toolbar.

READING DOCUMENT AND DATA REQUEST CODES

Filing Codes

RCS uses Filing Codes (see below) established through an Order by the Hearing Officer for all Filings, Data Requests, Data Responses and Orders.

TRC-01-E-BPA-1

Contact the Rate Case Clerk for all questions concerning Filing Codes (refer to "Contacts," page 2).

Single Party Submissions

Codes for RCS documents are structured as follows:

EXAMPLE: TS - 06 - E - PS - 1

Indicates transmission rate and year of rate case proceeding

Document Type

Party Code

Document Sequence Number
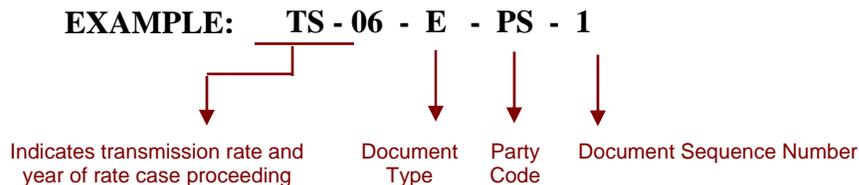
The above Code shows that:

     (a) The document is for the 2006 Transmission Services (TS) Rate Proceeding.

     (b) The document being submitted is an Exhibit (E).

     (c) Power Services (PS) is submitting the Exhibit.

     (d) This is the first Exhibit submitted by PS (01).

The Code for a Motion would read: **TS - 06 - M - PS - 1**.

The Code for an Order would read: **TS - 06 - O - HO - 1**.

Note: Document sequence numbers for all Filings, Orders, Data Requests and Data Responses are automatically generated by RCS. Please refer to Generate Filing Number, page 13.

Joint Party Submissions

If a Filing is submitted jointly, the Filing Code will show the Code "JP" indicating Joint Party. See the procedural rule regarding joint submissions.

EXAMPLE: **TS - 06 - E - JP1 - 1**

Indicates a Joint Party submission.

Filings with Multiple Volumes

If a Filing has multiple volumes, a designation of "1", "2", "3", and so forth, will follow the document sequence number.

EXAMPLE: TS - 06 - E - BPA - 04V2

Indicates this is the second volume
of the fourth exhibit submitted.

Errata Submissions

Errata, which are generally submitted separately from the original Filing, will have a designation of "E1," "E2," and so forth that will follow the document sequence number.

EXAMPLE: TS - 06 - E - BPA - 04-E1

Indicates this is the first erratum
of the fourth exhibit submitted

Data Request and Response Codes

RCS Data Request and Data Response Codes are automatically generated by RCS according to the following structure:

EXAMPLE: PS - TS- 001

Code for
Requesting Party

Code for
Responding Party

Request / Response
Sequence Number
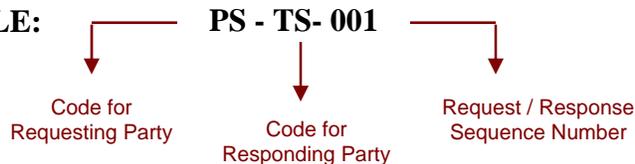
The above Code for a data request shows that:
- (a) The requesting PS.
- (b) The request is directed to TS.
- (c) This is the first consecutive request/response sequence number (001) submitted by PS to TS.

Note: Although the Data Response Code is always the same as the Data Request Code, email notifications clearly indicate whether the email is a Data Request or a Data Response.

For a complete list of document designation Codes, refer to "Appendix A – Document Designation Codes," page A-1.

OFFICIAL PARTY ACTIVITIES

Official Party activities include submittal of Filings, Data Requests, and Data Responses (directed to your Party only).

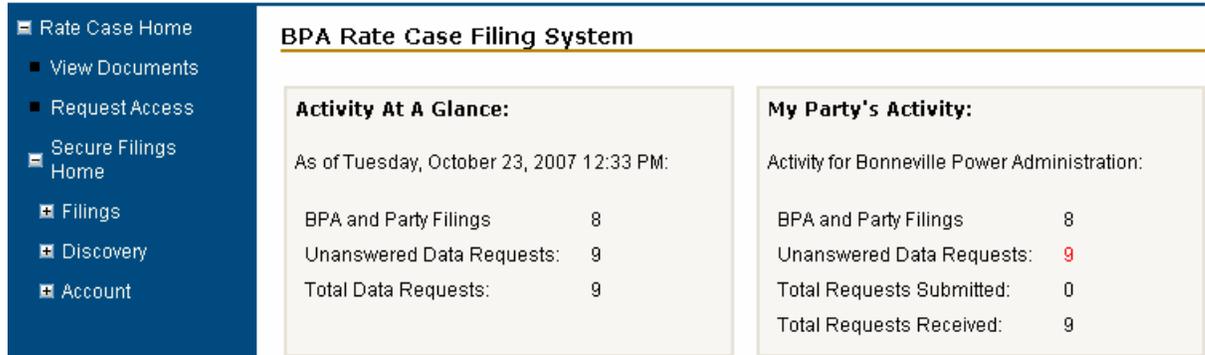Upon log in, the Secure RCS Home page appears as shown in Figure 7, below. From this location you can access screens to perform all Rate Case activities. In addition, the *Filings* and *Discovery* components can be viewed.

Figure 7 - RCS Secure Home Page: Official Party

GENERATE FILING NUMBER (ORIGINAL DOCUMENT AND SINGLE-VOLUME FILING, OR FIRST VOLUME OF MULTI-VOLUME FILING)

To generate a Filing Number:

1) Log In to the Rate Case for which you want to generate a Filing Number. The Change Party screen displays.
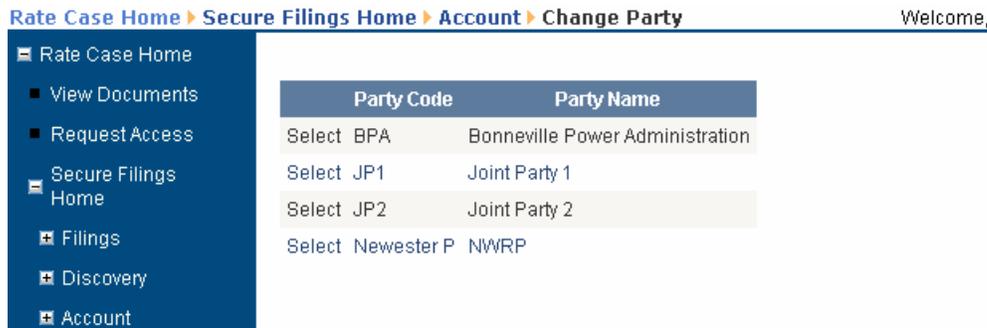
2) Generate a Filing number by clicking the **Select** link next to the name of the Party that is Filing the document. For this example, we will select **BPA**.

3) Expand the **Filings** heading in the left navigation bar by clicking on the plus (**+**) symbol.

4) Click the **Generate a Filing Number** link. The following screen displays:

Generate A Filing Number (Step 1)

- The document I am filing is an **original** document, and
- It is a **single-volume** filing, or the **first volume** in a multiple-volume filing.

- The document I am filing is an **errata** to an existing filing, or
- The document is a **conformed copy** of an original, or
- The document is a **correction** to an existing **errata**, or
- The document is a **second** or higher volume in a **multi-volume** filing, or
- The document is an **attachment** to an existing filing, or
- The document is an **appendix** to an existing filing.

If **both** of the above are true click the button below:

Continue...

If **any** of the above are true click the button below:

Continue...

5) Click the **Continue** button on the left. The following screen displays:

Generate A Filing Number (Step 1)

Party Code*:	BPA
Upload Code*:	Select Upload Code
Volume?*:	Check to indicate that this filing is the first volume in a multi-volume filing. ☐

6) Click on the down-arrow next to the **Upload Code** field and select an Upload Code from the drop-down list. A screen similar to the following displays: (Refer to Appendix A for an explanation of the different Upload Codes.)

Party Code*:	BPA
Upload Code*:	BPA and Party Filings
Designation Code*:	Select Designation Code
Volume?*:	Check to indicate that this filing is the first volume in a multi-volume filing. ☐

7) Click on the down-arrow next to the **Designation Code** field and select a Code from the drop-down list. A screen similar to the following displays: (Refer to Appendix A for a description of all the designation Codes.)

Party Code*:	BPA
Upload Code*:	BPA and Party Filings ▼
Designation Code*:	Exhibits, Studies, Testimony, Affidavits ▼
Volume?*:	Check to indicate that this filing is the first volume in a multi-volume filing. ☐
	Get My Filing Number

8) If this is the first volume in a multi-volume Filing, click in the check box.

9) Click the **Get My Filing Number** button. The Filing number displays as follows:

The next available filing number for your party is:

TRC-01-E-BPA-2

Copy and paste this number into your document. This number has been reserved for your Party in the RCS. When you are ready to file the document, select **Filings/Submit Filing** in the left navigation bar, then select this number from the **Select Upload Code** drop-down list.

Submitting a Filing Document

To submit a Filing Document:

1) Log In to the Rate Case for which you want to submit a Filing Document. The Change Party screen displays.

2) File a document on behalf of a specific Party by clicking the **Select** link next to that Party's Code. For this example, we will select **BPA**.

Note: To file a document under seal, upload a placeholder document and identify it as "Notice of Filing under Seal of [insert title of the sealed document]". In the placeholder document, recite that the identified document was filed under seal with the Hearing Officer by the submitting Official Party concurrently with the filing of the placeholder document. Identify the basis for filing the document under seal in the placeholder document. Contact the Hearing Clerk for instructions on how to transmit the sealed document to the Hearing Officer.

3) Expand the **Filings** heading in the left navigation bar by clicking on the plus (**+)** symbol.

4) Click the **Submit Filing** link. The following screen displays:

5) Select the Filing Number for the document from the drop-down list. A screen similar to the following displays:

Note: If Filings have been submitted previously, they will display in the **Related Filings** field.

6) Fill in the fields.

Note: Fields with an asterisk (*) next to them are required.

7) Click the **Browse** button and browse to the document you want to submit.

8) Select the file and click **Open**.

9) Click the **Click to Electronically Sign and File** button.   The following screen displays:

An email similar to the following is sent to you and the address specified in the **Contact Email** field:
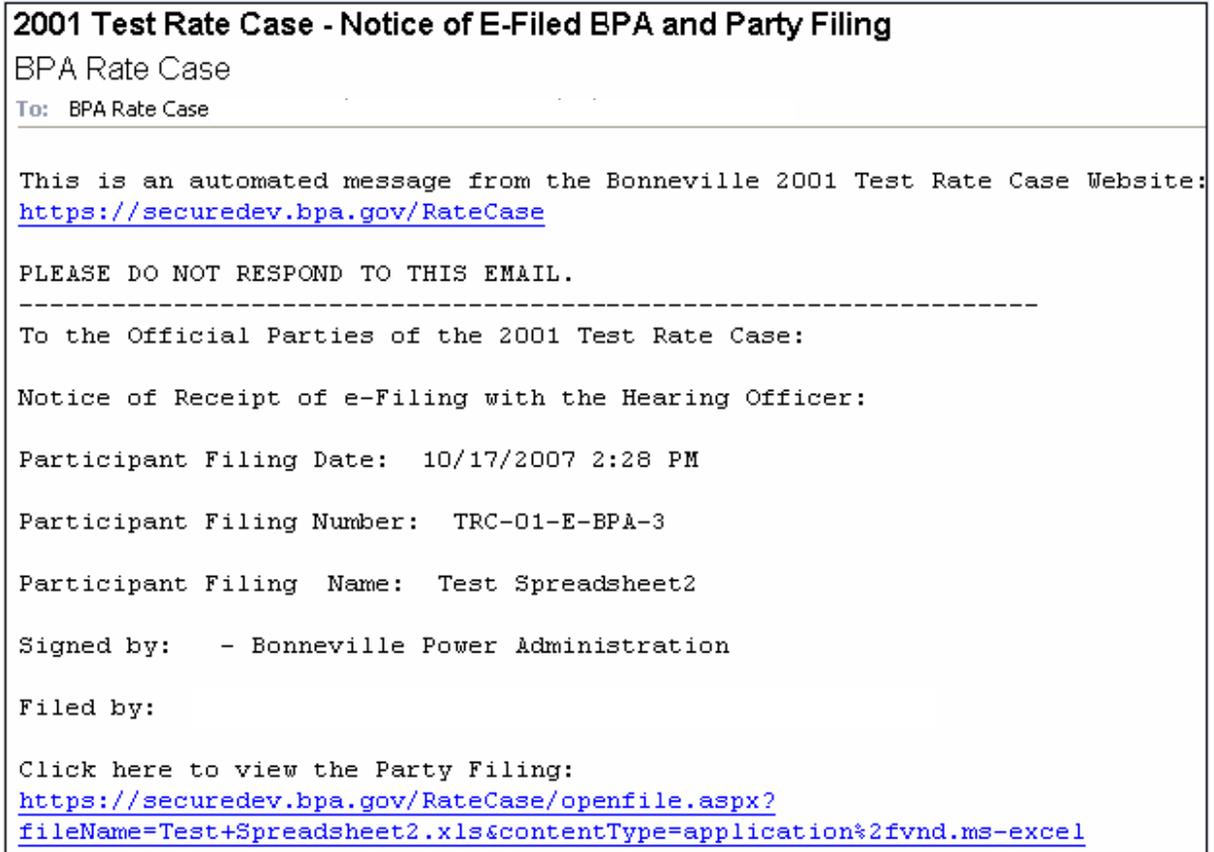

Figure 8 – Filing Notification Email

After you submit the file, you are returned to the screen in the previous step. If you have created multiple Filing Numbers, you can select a different Filing Number from the drop-down list and submit a different Filing Document under that number by repeating Steps 6 through 9.

Generate Secondary Filing Number

Use this procedure to generate a Secondary Filing Number if one of the following is true:

The document is:

- An erratum to an existing Filing.
- A conformed copy of an original.
- A correction to an existing erratum.
- A second or higher volume in a multi-volume Filing.
- An attachment to an existing Filing.
- An appendix to an existing Filing.

To generate a Secondary Filing Number:

1) Log In to the Rate Case for which you want to generate a Secondary Filing Number. The Change Party screen displays:

2) Select the Party for which you want to generate a Filing Number by clicking the **Select** link next to the Party Name. For this example, we will select **BPA.**

3) Expand the **Filings** heading in the left navigation bar by clicking on the plus (**+**) symbol.

4) Click on the **Generate Filing Number** link. The following screen displays:

Generate A Filing Number (Step 1)

- The document I am filing is an **original** document, and
- It is a **single-volume** filing, or the **first volume** in a multiple-volume filing.

- The document I am filing is an **errata** to an existing filing, or
- The document is a **conformed copy** of an original, or
- The document is a **correction** to an existing **errata**, or
- The document is a **second** or higher volume in a **multi-volume** filing, or
- The document is an **attachment** to an existing filing, or
- The document is an **appendix** to an existing filing.

If **both** of the above are true click the button below:
Continue...

If **any** of the above are true click the button below:
Continue...

5) Click on the **Continue** button on the right. A screen similar to the following displays:

Filing Code	Filing Title	Filing Type	Party	Date Filed	Upload Secondary Filing
TRC-01-E-BPA-1	Text Exhibit2	BPA and Party Filings Exhibits, Studies, Testimony, Affidavits	Bonneville Power Administration	10/17/2007 12:12 PM	Add Secondary Filing...
TRC-01-E-BPA-2		BPA and Party Filings Exhibits, Studies, Testimony, Affidavits	Bonneville Power Administration	10/16/2007 2:14 PM	Add Secondary Filing...
TRC-01-E-BPA-4	Test Exhibit3	BPA and Party Filings Exhibits, Studies, Testimony, Affidavits	Bonneville Power Administration	10/17/2007 12:43 PM	Add Secondary Filing...

6) Click on the **Add Secondary Filing** link on the line containing the Filing to which you want to add a Secondary Filing. A screen similar to the following displays:

Generate Secondary Filing Number

Filing Code: TRC-01-E-BPA-1

Secondary Type*:   Select Type...

7) Select a Secondary Type from the drop-down list. The following Secondary Types (and their abbreviations) are listed: Appendix (AP), Attachment (AT), Conformed Copy (CC), Correction to Erratum (CE), Erratum (E) and Volume (V). A screen similar to the following displays:

8) Select the desired Number Option and click the **Reserve My Filing Number** button.

Note: Read the descriptions to the right of the options to ensure you select the correct option.

9) A screen similar to the following displays:

Copy this number and paste it into your document. This number has been reserved for your Party. When you are ready to file the document under this number, see <u>Submitting a Filing a Document</u> on page 15.

Submit a Data Request

The RCS allows an Official Party to submit Data Requests to another Party regarding any Filing the other Party has submitted.

To submit a Data Request:

1) Expand the **Discovery** heading in the left navigation bar by clicking on the plus (**+**) symbol.

2) Click the **Submit Data Request** link. The Submit Data Request form displays: (An asterisk (*) indicates the field is required for submittal.)

Submit Data Request

Filing*:	Select Filing ∨
Page Number(s)*:	
Line Number(s)*:	

Select preferred method of request submission:
○ Upload request file   ○ Complete online request form

Submit Request

3) Select a Filing number from the **Filing** drop-down list.

4) Enter the **Page Number(s)** and **Line Number(s)** that the request concerns. Numeric entries may be both consecutive and non-consecutive.

5) Select a preferred method of request:

- If you select **Upload request file**, the following screen displays:

Submit Data Request

Filing*:   Select Filing ▼

Page Number(s)*:   [   ]

Line Number(s)*:   [   ]

Select preferred method of request submission:
   ⊙ Upload request file   ○ Complete online request form

Upload Document:* [   ] [Browse...]

[Submit Request]

> Browse to the file and then click the **Submit Request** button.

- ▪ If you select **Complete online request form**, the following screen displays:

Fill in the fields, and click the **Submit Request** button to send the request. This action is considered to be an Electronic Signature.

Note: The request is automatically directed to the Official Party that submitted the Exhibit.

RCS will:

(a) Assign a Data Request Code to the request.

(b) Return you to the Home page and notify you that the request has been submitted as shown in Figure 9:

Thank you. Your request was submitted to all official parties.

Figure 9 - Date Request Served Message

(c) Email the request to all Official Parties and any alternate contacts.

Check for Data Requests Using Email

1) To check for Data Requests using email: check the title of the Data Request emails to see if your Party is identified as the responding Party. The responding Party is always designated by the second Party Code.

From : ratecase@bpa.gov (# Items)

ratecase@bpa.gov	Mon 1/23/2006 2:05 PM	Broadcast Email from the Hearing Officer's Desk: PBL Rate
ratecase@bpa.gov	Fri 1/20/2006 4:05 PM	2005 PBL TEST Rate Case - Data Request PBL-TR-0001
ratecase@bpa.gov	Thu 1/19/2006 2:11 PM	2005 TBL TEST Rate Case - Response to Data Request TB-PBL-001

Figure 10 - Data Request Email Title

Indicates the responding Party.
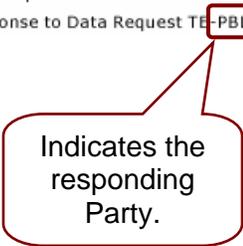
2) To view the request, open the email. The email will provide all the information entered into the RCS by the requesting Party (Figure 11) as well as links to RCS.
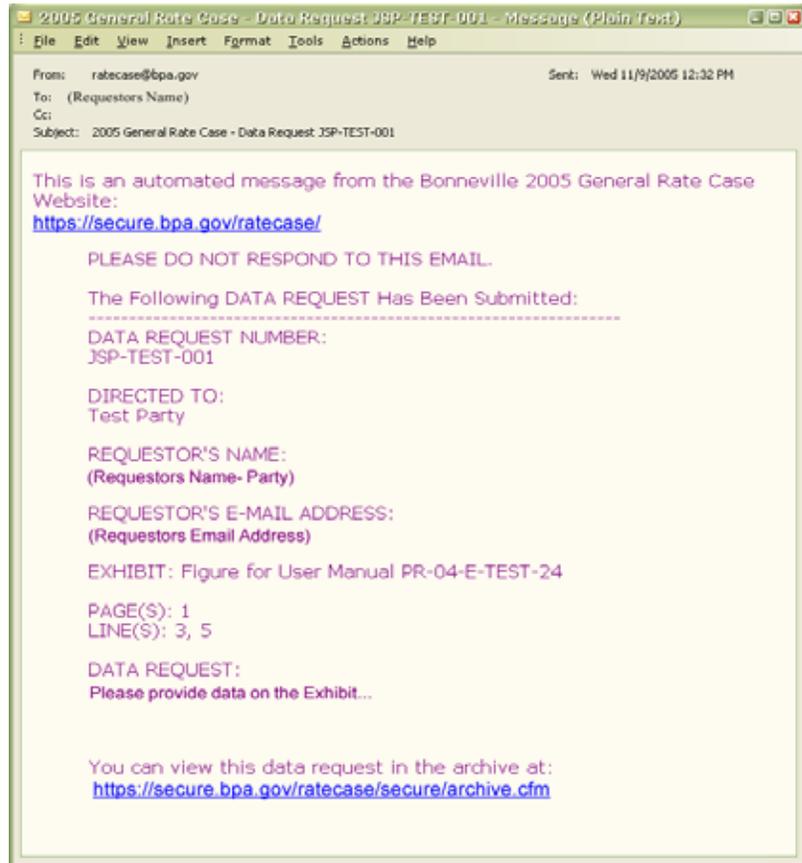
Figure 11 - Data Request Email

Check for Data Requests Using the 'Respond to Data Request' Screen

1) Log into the desired Rate Case. The following screen displays:

2) Select the Party by clicking the **Select** link next to the Party Name. For this example, we will select **BPA**. The following screen displays:

BPA Rate Case Filing System

Activity At A Glance:		My Party's Activity:	
As of Wednesday, October 24, 2007 2:43 PM:		Activity for Bonneville Power Administration:	
BPA and Party Filings	8	BPA and Party Filings	8
Unanswered Data Requests:	8	Unanswered Data Requests:	8
Total Data Requests:	9	Total Requests Submitted:	0
		Total Requests Received:	9

All activities for the Rate Case display in the box on the left.

Activities for your Party display in the box on the right.

Responding to a Data Request

Although all Parties are notified about and can view every Data Request, only the Party to which the request is directed should submit a response. This should be the same Party that submitted the Exhibit referred to in the request.

Enter and Submit a Response to a Data Request

To enter and submit a response to a Data Request:

1) Expand the **Discovery** heading in the left navigation bar by clicking on the plus (**+**) symbol.

2) Click the **Respond to a Data Request** link. The following screen displays:

Respond To A Data Request

Select Request*: Select Request ▾

Select preferred method of response submission:
○ Upload response file   ○ Complete online response form

[Submit Response]

3) Select a Request from the **Select Request** drop-down list. A screen similar to the following displays:

4) Select a preferred method of response:

- If you select **Upload response file**, the following screen displays:

Do the following:

a) Click the **Browse** button and browse to the file.

b) Select the file and then click the **Open** button.

c) Click the **Add File** button.

d) Click the **Submit Response** button.

- If you select **Complete online response form**, the following screen displays:

Do the following:

a) Select a request from the **Select Request** drop-down list.

b) Fill in the fields, and click the **Submit Response** button to send the request. (This action is considered to be an Electronic Signature.)

The RCS will:

a. Return you to the Home page and notify you that the response has been served (Figure 12).

b. Email the response, including links, to all Official Parties.

Figure 12 - Data Request Response Served Notice

You can submit another response to a different request by selecting the **Request** from the **Select Request** drop-down list and repeating Step 4 above.

Note: If a response has been filled out, but not sent, and you select a different request to answer, you will lose all previous inputs on the Submit Data Response Form.

VIEWING FILINGS

Use the Filing List to view information about each Filing and to add a Secondary Filing to the list.

To view Filings, do the following:

1) Click on the **Filings** link (not the plus (**+**) symbol next to it) in the left navigation bar. The following screen displays:

Figure 13 - View Filings Screen

2) Click on the **View All Filings** link at the top middle of the screen. Filings for the Rate Case display:

Filing List

Party:	Bonneville Power Administration ▾			Reset View	
Upload Code:	Filter Upload Code ▾				

Filing Code	Filing Title	Filing Type	Party	Date Filed	Upload Secondary Filing
TRC-01-E-BPA-1	Text Exhibit2	BPA and Party Filings Exhibits, Studies, Testimony, Affidavits	Bonneville Power Administration	10/17/2007 12:12 PM	Add Secondary Filing...
TRC-01-E-BPA-2		BPA and Party Filings Exhibits, Studies, Testimony, Affidavits	Bonneville Power Administration	10/16/2007 2:14 PM	Add Secondary Filing...

Figure 14 - Filing List

DISCOVERY

Use the Discovery list to view every Data Request, associated Exhibit, and Data Response entered into the RCS (see Figure 15 below). Requests are listed in ascending order by date of submission.

Note: Use the radio buttons to filter the list as needed.

Data Request And Response List

Data Request and Response view:

◉ All Requests   ○ Answered Requests   ○ Unanswered Requests

Response is past due after seven (7) days.

Request (click to view)	Exhibit	Requesting Party	Responding Party	Date Filed	Response (click to view)
ATP-BPA-1	TRC-01-E-BPA-3	A Test Party	Bonneville Power Administration	10/23/2007 9:12 AM	Create Response Due by 10/30/2007
ATP-BPA-2	TRC-01-E-BPA-5	A Test Party	Bonneville Power Administration	10/23/2007 9:15 AM	Create Response Due by 10/30/2007
ATP-BPA-3	TRC-01-E-BPA-4	A Test Party	Bonneville Power Administration	10/23/2007 9:16 AM	Create Response Due by 10/30/2007
ATP-BPA-4	TRC-01-E-BPA-1-AT1	A Test Party	Bonneville Power Administration	10/23/2007 9:17 AM	Create Response Due by 10/30/2007
ATP-BPA-5	TRC-01-E-BPA-1-AT1	A Test Party	Bonneville Power Administration	10/23/2007 9:18 AM	Create Response Due by 10/30/2007
1 2					

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Figure 15 - Discovery Archive

Appendix A – Document Designation Codes

Please contact the Rate Case Clerk for all questions concerning document Codes (refer to "Contacts," page 2).

Code	Document
A	Final Documents (Draft Record of Decision, Administrator's Final Record of Decision, Hearing Officer's Certification of the Record)
B	Initial Briefs
E	Exhibits (Initial Studies, Initial Studies Documentation, Testimony, Rebuttal Testimony, Sur-rebuttal Testimony, and Cross Examination Exhibits)
FR	Federal Register Notices
FS	Final Studies and Final Studies Documentation
H	Hearing Schedule
I	Indices
M	Procedural Matters (Motions to Strike, Responses, Notices, and Memoranda)
O	Orders
P	Pre-Hearing Briefs
PR	Informational Mailings
Q	Qualification Statements
R	Briefs on Exceptions
S	Party Status (Letters and Documentation)
TA	Transcripts of Oral Arguments
TB	Transcripts of Field Hearings
TE	Transcripts of Cross Examinations
TPH	Transcript of Pre-Hearing Conference
W	Public Comments and Reply Comments