



Transmission Business Line (TBL)

Draft Business Practice

Application Process for Transmission Service

Effective Date: December XX, 2003

This draft business practice is posted for information only. The content of this document is preliminary and should not be interpreted as TBL policy. This document will be discussed at the Business Practice Technical Forum V customer meeting on December 9, 2003.

This document defines the process for customers to submit an application for transmission service. This document incorporates and replaces the following posting:

Transmission Business Line's Notification to Limit Contract Terms for both Network Integration (NT) and Long-Term Firm Point-to-Point (PTP) Transmission Service under the Current Open Access Transmission Tariff (FY 1996 - 2001) and the Proposed (new) Open Access Transmission Tariff (FY 2002 - 2003) posted March 16, 2001.

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1. Definitions

Annulled - By mutual agreement with the customer, a Confirmed reservation is being voided. This can occur because a customer either fails to send in an email with the required application deposit information in the required timeline specified in this business practice, or because TBL does not receive the application deposit within the required timeline specified in this business practice.

Application Deposit - the term used in the business practice to refer to the "deposit" referenced in sections 17.3 and 29.2 of the OATT.

Confirmed - OASIS status assigned by the customer in response to an Accepted OASIS status that creates a transmission service reservation.

Declined - as used in this business practice indicates that the customer has not met the TBL terms and conditions related to the Application Deposit referenced above.

Refused - Indicates that the service request has been denied due to lack of transmission capacity.

Withdrawn - Indicates that the customer has withdrawn the request from further evaluation.

Close of Business (COB) - 5:00 pm

2. Application Policy

All applications for transmission service are subject to the following rules:

- All long-term firm PTP transmission service requests, short-term firm PTP service requests of one month or longer, and NT requests require a deposit. The deposit requirement applies whether or not the application involves the exercise of a reservation priority under section 2.2 of the Open Access Transmission Tariff (OATT). If the requested date for commencement of short-term service is less than ~~72 hours~~ three business days after the time that the request is made, the deposit requirement is waived.
- TBL will not accept a transmission request that includes both network and intertie service. Requests for these types of service must be made separately.
- Facsimile (fax) requests for long-term firm transmission service must include a cover page that specifies the number of requests and the number of pages being sent. TBL is not responsible for the failure of fax transmissions.

3. Requests for Long-Term Service

To request long-term service, submit a written application as defined in section 17.1 and section 29.2 of the OATT, to:

BY US Postal Service

Bonneville Power Administration
Transmission Marketing and Sales - TM/OPP-2
P.O. Box 61409
Vancouver, WA 98666-1409

By Overnight Express Service:

Bonneville Power Administration
Transmission Marketing and Sales - TM/OPP-2

8100 N.E. Parkway Drive, Suite 50
Vancouver, WA 98662-6742
Required Phone Number (360) 619-6080

By Facsimile:

(360) 619-XXXX or if that number is not working (360) 619-XXXX

In the application, include the information described in Section 6.C regarding the method of Application Deposit.

Reservation Fee Rules for Long-Term Service Requests

- Customer requests for deferred service (requests with a service commencement date of greater than one year [from the request date](#) - see General Rate Schedule Provisions, section II.D.5.E) require payment of a reservation fee. The following rules apply to determination of reservation fee applicability:
 - ◆ If the customer requests service with a service commencement date one (1) year or less from the [request date and](#) TBL delays service because of a lack of available transfer capability, no reservation fee will be assessed.
 - ◆ If the customer requests a deferral of service for greater than one (1) year beyond the [request date](#) for service and TBL must further delay the service, the reservation fee will be assessed only for the time period for which the customer requested deferral.
- The non-refundable annual reservation fee is equal to one-month's charge for Long-Term Firm Transmission Service for each year or fraction thereof from the request date until the commencement of service. The first year's fee is payable upon execution of the contract.

Other Rules for Long-Term Service Requests

Requests for transmission service of one year or longer are subject to the following rules:

- All requests for long-term transmission service must be for a period of 30 years or less from the commencement date of the service. TBL will not accept requests for a period of more than 30 years.
- ▣ Requests for long-term transmission service from TBL must be in yearly increments.
- Requests involving exercise of a reservation priority under section 2.2 of the OATT must expressly state in the application that the customer is exercising a reservation priority.

4. Requests for Short-Term Service

Requests for short-term transmission service must be made via the TBL OASIS system. [In the event that OASIS is non-operational, requests may be submitted by transmitting the required information to the Transmission Provider by telefax, or providing the](#)

[information by telephone over the Transmission Provider's time recorded telephone line.](#)

5. Queue Time

A. Long-Term PTP requests and NT Requests

A transmission service request is entered into the queue when TBL receives a request that includes all the information required by the Tariff ~~and including~~ the information regarding the Application Deposit required by section 6.C of this Business Practice.

B. Short-Term PTP Requests

A transmission service request is entered into the queue when TBL receives a request that includes all the information required by the OASIS. In order for the request to remain in the queue, ~~within two hours by COB two business day~~ after receipt of the request, TBL must receive the information regarding the Application Deposit required by section 6.C of this Business Practice. [That email box will return an automated email to confirm receipt of the information.](#) If TBL does not receive this information ~~within two hours by COB two business day after the request was submitted via OASIS~~, the request will be Declined. [If the request has reached Confirmed status, the request will be Annulled.](#)

C. Receipt of Deposit

The deposit must be received by TBL ~~within 72 hours by COB three business days of after~~ the written application (in the case of a long-term request) or the OASIS request (in the case of a short-term request of one month or more that begins later than ~~72 hours three business days~~ after it was submitted), or the request will be Declined. If a banking holiday occurs in the final ~~24 day~~ of the ~~72-allowed hour~~~~three business days~~, the deadline for receipt of the Application Deposit will be extended to ~~96 hours four business days~~.

6. Transmission Application Deposits

Effective October 1, 2003, in accordance with the Open Access Transmission Tariff (OATT), TBL requires a deposit for Firm Point-To-Point (PTP) Transmission Service pursuant to section 17.3 and for Network Integration Transmission (NT) Service pursuant to section 29.2. TBL has been operating under interim procedures for submission of deposits since October 1, 2003. This Business Practice replaces that interim procedure.

All long-term firm PTP service requests, short-term firm PTP service requests of one month or longer, and NT requests require a deposit. If the requested date for commencement of short-term service is less than ~~72 hour~~~~three business days~~ after the time stamp of the request, the deposit requirement is waived. [If the final day of the allotted three business days is a banking holiday, the application deposit is waived if the requested date of commencement of short-term service is less than four business days after the time stamp of the request.](#)

For customers who are prepaying for transmission service, and who submit a request for service prior to making the prepayment for such service, the deposit will be applied to the first prepayment and will be treated consistent with applicable

prepayment standards. If the customer has prepaid for transmission service prior to submission of the request for such service, the prepayment will be accepted in lieu of an Application Deposit.

A. Deposit Amount

For both long-term firm and short-term firm PTP transmission service requests, the Deposit shall be calculated using the long-term transmission rates in effect at the time of the application. During the rate period commencing on October 1, 2003, the rates are as follows:

- ◆ PTP Transmission Service on the FCRTS Network and Delivery facilities: \$1.028/kW/month
- ◆ PTP Transmission Service on Southern Intertie facilities: \$1.176/kW/month
- ◆ PTP Transmission Service on the Montana Intertie: \$1.258/kW/month.

For NT Service, the Deposit shall be calculated based on the BPA approved load forecast for the first month of service using the NT Rate Base Charge in effect at the time of the application. During the rate period commencing on October 1, 2003 that charge is \$1.028/kW/month.

B. Deposit Payment Options

There are two options for payment of the deposit:

1. Electronic Funds Transfer

Instructions for doing a wire transfer to BPA, either through Fedwire or Automated Clearing House (ACH), can be obtained from your account executive.

Include the following information in a wire transfer:

- * For a long-term PTP service request or an NT request, after "OBI=" include the words "Transmission Deposit".
- * For a short-term PTP request, after "OBI=" include the words "Transmission Deposit," and the OASIS-assigned AREF number.

When using the Automated Clearing House (ACH) type of wire transfer, include the same information in the "memo" field on the transfer.

2. Check

Send all checks to the following address:

Bonneville Power Administration,
File #74038, Unit 5190
c/o Bank of America Lockbox Services
1455 Market Street
San Francisco, CA 94103-1308
Phone Number: 415-436-4313 (required for FedEx deliveries)

Include the words "Transmission Deposit" and the following information on the check:

For a long-term PTP service request or NT request, include the request date. If the request is being made under an existing contract include the contract number.

For a short-term PTP request, include the AREF number, the contract number, and the date of the request.

Checks must be sent via overnight mail for TBL to receive the deposit within the ~~72-hour~~three business day window. See section C for more details. Write "File # 74038" on the airbill and on all contents of the package.

C. Information Required Regarding Application Deposit

1. Long-Term PTP and NT Requests:

Include the following deposit information with your application for transmission service:

- * If paying by wire transfer through the Fedwire system, ~~the Fedwire reference number~~, the date and amount. If the Fedwire reference number is available at that time, include it as well. Otherwise, be prepared to supply it if asked.
- * If paying by ACH, ~~the trace number~~, the date, and amount. If the ACH trace number is available at that time, include it as well. Otherwise, be prepared to supply it if asked.
- * If paying by check, a copy of the check that has to be received within ~~72-hour~~three business days
- * If the customer has already prepaid for at least the first month of the transmission service, state that with the application and indicate the date and method of the prepayment

Without the above information, your transmission request will not be entered into the queue.

2. Short-Term PTP Service

TBL must receive an email to transmissiondeposits@bpa.gov ~~within by COB two hours two business days~~ after the request is entered via OASIS providing the following information (If the e-mail box is not working, fax the information to 360-418-8207):

- * Customer Name,
- * OASIS-assigned AREF,
- * Deposit Payment Method Information,
 - ~~Fed reference number~~, wire transfer date and amount, and if available, Fed reference number or
 - ACH date, amount, and if available, trace number,
 - Check number and amount, or

- Prepayment already made, and date and method of prepayment
- * Contact name and phone number.

If the Fed reference number or the ACH trace number is not available at the time that the email is sent, the customer should be prepared to supply it to TBL if asked.

If the e-mail specifying the above information is not received within by COB two hours two business days after the request is submitted on OASIS, the request will be Declined. The comment field will note “Application Incomplete - Deposit Information Not Received”. If the request has already been Confirmed, the OASIS status will be changed to Annulled and the comment field will note “Application Incomplete- Deposit Information Not Received.

If the required email is received after two hours two business days have elapsed, the customer must resubmit the transmission request. Queue time will be based on the receipt of the new request, and the customer must resubmit the deposit information within two hours by COB two business days ~~of~~after the new request is submitted to OASIS for the request to remain in the queue. If the customer has already sent the wire transfer or check, the customer is not required to redo the wire transfer or check even though it will have the AREF of the Declined request on it. However, the customer must clearly communicate that the wire transfer or check will have the incorrect AREF on it.

D. Deposit Treatment

Deposits will be treated as follows:

- ♦ If a service agreement is executed and transmission service is provided pursuant to the transmission request, TBL will refund the deposit with interest. That refund will be made with five business days of when service commences.
- ♦ If TBL Declines or Refuses an application or the customer Withdraws the application, the deposit will be returned with interest within five business days. When a long-term PTP service application is ~~Rejected~~fused or Withdrawn, a processing fee of \$2500 will be deducted from the deposit to cover the TBL costs of processing the application.
- ♦ If service is deferred or a system impact study is required, TBL will retain the deposit until service commences or the request is Withdrawn or Refused.

TBL will calculate interest up to the issue date of the refund and will include the interest in the refund amount. Interest will be calculated at the FERC rate. Interest will be paid on all deposits that are held for 24 hours or longer. No interest will be paid on deposits held less than 24 hours.

7. Related TBL Business Practices:

Extension for Commencement of Service

Application for Transmission Service

Creditworthiness

[Reservation Priority](#)

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