



**Transmission Business Line (TBL)**  
**Draft Business Practice**  
**TBL Business Practices and Procedures**  
Posted November 6, 2003

*Please review and comment on this business practice by close of business November 21, 2003. In your comments, reference the specific section and subsection on which you are commenting. Submit comments by email to: [businesspractices@bpa.gov](mailto:businesspractices@bpa.gov).*

*Customer comments and BPA's Transmission Business Line's responses to those comments will be posted on or about December 3, 2003.*

This document outlines the policies for development and distribution of Bonneville Power Administration Transmission Business Line (TBL) business practices and procedures. The official distribution for all TBL business practice and procedures is by posting on the TBL Web Site <http://www.transmission.bpa.gov/>.

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## 1. Business Practices

TBL develops and distributes business practices to provide customers with the information necessary to efficiently conduct business with TBL.

Business Practices may be developed or revised for reasons including, but not limited to the following:

- To provide information, instructions, and policy definition in support of, or to implement, its current Open Access Transmission Tariff (OATT), rate schedules or a rate or OATT Settlement Agreement.
- To address emerging or changing business needs within TBL, the Bonneville Power Administration, or the industry.
- To respond to legislation, orders, or new or revised operating practices and policies mandated by governing entities.
- To respond to new or revised operating standards or good utility practice recommended by oversight groups, regional reliability organizations, or similar entities.

### A. Guidelines for Development and Distribution of Business Practices

The following guidelines govern TBL business practices.

- ◆ TBL applies its business practices to all customers on a nondiscriminatory basis.
- ◆ Business practices are distributed by posting on the Business Practices page of the TBL web site at:  
[http://www2.transmission.bpa.gov/Business/Business\\_Practices/](http://www2.transmission.bpa.gov/Business/Business_Practices/).
- ◆ All business practices are official documents and subject to this policy. They are distributed in .pdf format and can be viewed using the Adobe Acrobat Reader.

### B. Development Process for Business Practices

To ensure non-discrimination, TBL adheres to the following process when developing and revising business practices.

1. TBL determines the need for and develops a business practice. Generally, business practices are not available to customers during development. However, a summary or overview of a business practice may be distributed for information at a Business Practice Technical Forum or other customer meeting that is announced on the TBL Web Site.
2. After a draft business practice has been approved by TBL, it is posted on the TBL Web Site for customer review and comment and an email message is sent to the subscribers of the Information Notification list. To subscribe to this list, use the electronic form found at  
[http://www.transmission.bpa.gov/oasis/TBL/lists/oapostings/OA\\_Com.html](http://www.transmission.bpa.gov/oasis/TBL/lists/oapostings/OA_Com.html).

Normally new draft business practices are posted for a comment period of 15 calendar days. TBL may lengthen the comment period for a

particularly complex or consequential business practice. In unusual cases, TBL may shorten the length of the customer comment period due to an urgent business need.<sup>1</sup>

At its discretion, TBL may post a business practice revision without a comment and review period.

3. Customers submit comments to the designated email [businesspractices@bpa.gov](mailto:businesspractices@bpa.gov) or in writing to their designated Transmission Account Executive.
4. After the close of the comment period, TBL considers all customer comments and prepares a written response.
5. The final business practice and TBL responses to customer comments are posted on the web site, and an email message is sent to the subscribers of the Information Notification list to notify them of the new or revised business practice.

## 2. Procedures

TBL develops and distributes procedures to provide customers with information about how to perform specific tasks, such as reserving transmission service, or to provide general information such as contacts or business hours.

Procedures are developed or revised when day-to-day operations change.

### A. Guidelines for Development and Distribution of Procedures

The following guidelines govern the development of TBL procedures.

- ◆ Procedures do not define policy or elaborate on the (OATT), rate schedules, or a rate or OATT Settlement Agreement.
- ◆ TBL applies its procedures on a nondiscriminatory basis to all customers.
- ◆ The official distribution for procedures is by posting on the TBL web site: <http://www2.transmission.bpa.gov/>. Procedures are categorized by area and linked on the appropriate pages on the site.
- ◆ All procedure postings are in .pdf format that can be viewed using the Adobe Acrobat Reader.

### B. Development Process for Procedures

TBL adheres to the following process when developing procedures.

1. TBL determines the need for and develops a procedure. Since procedures do not define policy, TBL does not solicit or accept customer comments on them.
2. After internal approval, the procedure is posted on the appropriate page of the TBL web site.
3. An email message is sent to the subscribers of the Information notification list to notify them of the new or revised procedure.

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<sup>1</sup> The draft business practice document specifies the date by which customers must comment.

**C. Revisions to Procedures**

TBL will revise procedures as needed and post them on the appropriate page of the web site. If a revised procedure contains a substantive change in a process, an email is sent to the subscribers of the Information Notification list to alert customers to the change.

**Revision History:**

- 11/06/03      Developed to communicate policy for development and distribution of business practices and procedures. Replaces the following documents:
- Notice posted 06/16/01 - "Use of Business Practices for Implementation of the Open Access Tariff (OATT)"
  - Business practice posted 09/28/2001 - Use of TBL's OASIS Website for: Business Practices, Training Modules, and Questions and Answers for Implementation of the Open Access Transmission Tariff (OATT)