

Business Practice #13: Business Practice Guidelines

Posted: June 6, 2014

Effective: June 21, 2014

Revision No.: 10.0

NOTICE

A redline version of the most recent revisions to this business practice is available at:
<https://www.oasis.oati.com/woa/docs/PPW/PPWdocs/BP13red.pdf>

Policy Reference

The Federal Energy Regulatory Commission’s (“FERC”) Order No. 890 requires that “if the transmission provider uses standards, rules or business practices to administer its Open Access Transmission Tariff (“OATT”), such standards, rules or business practices must be available for public inspection.”¹ Further the order requires that the transmission provider establish a “transparent process for amending rules, standards, and practices previously posted by the transmission provider.”²

Definitions

No definitions other than those currently contained in PacifiCorp’s OATT are required for this Business Practice.

Practice

PacifiCorp reserves the right to create or revoke, replace, revise and reissue a Business Practice for any reason. PacifiCorp will issue a notice on its Open Access Same-Time Information System (“OASIS”) news page when any changes are made to a Business Practice, for example, posting of a new Business Practice, revisions to an existing Business Practice, retirement of a Business Practice, or otherwise opening a Business Practice for public comment.

Except under exceptional circumstances, including, but not limited to, circumstances in which reliable operation of the transmission system may be impeded or situations in which describing an existing procedure or practice is deemed necessary for the administration of customer service, PacifiCorp will post for comment new or revised Business Practices in the publicly-available portion of its OASIS prior to implementation and consistent with the timelines described below. The effective date will be denoted on the Business Practice.

Comments to Initial Issue of Business Practices

Business Practices will initially be labeled as DRAFT. They will be posted under the “Business Practices – Open for Public Comment” section on OASIS for a 30-day comment period. PacifiCorp’s Transmission Customers may submit comments to

¹ Order 890 at P 1653.

² Order 890 at P 1655.

businesspractices@pacificorp.com. Comments that are timely received will be posted to OASIS.³ PacifiCorp will review and respond to comments in one written document. This document will be posted under the “Business Practices – Response to Public Comment” section on OASIS. Once the comments have been incorporated, as deemed appropriate by PacifiCorp, the practice will be issued as Revision 0.0.

All Business Practices will include the posting date, effective date, and revision number. They will also contain a summary of the revision history. The effective date for a new Business Practice will be 45 days after posting and following the comment period. In the event unforeseen implementation issues develop (procedures or system difficulties), any Business Practice may be suspended by the Transmission Provider until resolution of the issue.

Comments on Existing Business Practices

Customers may always submit comments concerning effective Business Practices in the same manner as initial draft practices (*i.e.*, submitting an e-mail to businesspractices@pacificorp.com). PacifiCorp will consider all customer comments submitted. Comments received in reference to an existing Business Practice will be posted to OASIS.³ If customer comments result in a revision to an effective business practice, the revised version will be posted as described below in the Revision to Existing Business Practices section.

In the event unforeseen implementation issues develop (procedures or system difficulties), any Business Practice may be suspended by the Transmission Provider until resolution of the issues occurs.

Revision to Existing Business Practices

When necessary to revise an existing Business Practice, either because of customer comments, operational needs of the Transmission Provider, or a change in the law or regulations, the revision will be summarized in the revision history of a Business Practice. Additionally, a redline version reflecting the most recent revisions will be provided as a link within the newly revised Business Practice. The revised Business Practice will be posted on OASIS under Business Practices – Open for Public Comment for ten business days. Feedback concerning the revisions may be submitted to businesspractices@pacificorp.com during that time. Comments that are timely received will be posted to OASIS.³ In the event that no comments are received regarding the proposed revisions during that time, the revised Business Practice will become effective at the end of the comment period. If PacifiCorp determines further modifications are needed as a result of comments received, it will allow an additional five business day comment period for consideration of any additional revisions.

³ Comments that are timely received will be posted to OASIS unless they contain confidential customer information, in which case, the comments will only be posted after receiving written authorization from the affected customer(s). Reasonable effort will be made to review and post comments within seven days of receipt. Notwithstanding the foregoing, PacifiCorp reserves the right to post or not post comments in its sole discretion.

Contacts for Assistance: businesspractices@pacificorp.com

Revision History

Version	Date	Change Summary
10.0	6/5/14	Revised BP to include footnote in regards to obtaining customer written authorization prior to posting confidential customer information received in customer comments and the timeline in which comments are posted. Also updated the Practice section to indicate PacifiCorp now uses the PacifiCorp News page to add notices.
9.0	12/4/12	Notice section updated with new web OASIS link.
8.0	8/22/12	Revised BP to clarify the types of circumstances that can be deemed 'exceptional circumstances'; and state that customer comments will be posted to OASIS.
7.0	7/19/12	Revised Practice section to state except under exceptional circumstances, PacifiCorp will post an additional or revised Business Practice in the publicly-available portion of its Open-Access Same-Time Information System ("OASIS") prior to implementation of the Business Practice, consistent with the timelines described within this business practice. The effective date will be denoted on the Business Practice.
6.0	7/08/11	Revised BP to state that revisions to existing BPs will be open for public comment ten business days. Also, clarified that the OASIS pop-up window will communicate all BP change activity.
5.0	3/4/11	Added timeline and process for customer comment and notification of revisions to existing Business Practices and other minor corrections.
4.0	12/29/10	Revised to add further clarity.
3.0	1/14/10	Revised language about access to redlined revision documents.
2.0	4/15/08	Revised to allow suspension of any BP for operational or systems problems until resolution.
1.0	3/20/08	Revised by Transmission Provider to add additional clarity
0.0	6/18/07	Revised per customer comments to post draft business practices in Microsoft Word format.
DRAFT	5/4/07	