

BRITISH COLUMBIA UTILITIES COMMISSION

DOCUMENT FILING PROTOCOLS - APPLICANT

Effective: May 16, 2005

Public Process Application Filings

These are applications by Utilities, Pipelines, or ICBC that will be reviewed by way of the Commission's public process such as public hearings, written hearings, or negotiated settlements.

1. All filings should be submitted electronically to the Commission via the BCUC website: <http://www.bcuc.com>
2. E-mail to the Commission Secretary only if the BCUC website is not a viable option: commission.secretary@bcuc.com

Note: To prevent the possibility of duplication in our process, please use either the website upload facility via "Submit Document" or the Commission's e-mail to submit documents, but not both.

The fastest process is to upload documents to our website. If the Commission Secretary E-mail is used as the way to submit documentation, the process to have this posted to our website is longer. Documentation received via fax or regular mail is the slowest documentation to reach our website.

3. Documents submitted via BCUC's website will generate a document number confirming the electronic filing and will therefore have met Commission-specified due dates. Note: No symbols or quote marks (i.e. "\$#&!@) should be used in the file name or the document will open as a blank file. Receipt of e-mail filings by the Commission Secretary will be deemed as having met Commission specified due dates.
4. Documents should be filed in a PDF searchable format. Each exhibit document (i.e. Applications, Information Requests, IR Responses) should be combined into one (1) PDF document, including cover letter and uploaded as one (1) PDF document only, not as multiple uploads. Documents should clearly display the name of the proceeding.
5. **Confidential Filings** – documents that are Confidential or contain Confidential Material must be clearly so designated on the cover letter ("Confidential" or "Contains Confidential Material") as well as in the "description" when filing via the BCUC web site.

Documents that are marked "Confidential" or "Contains Confidential Material" will not be posted to the BCUC website.

Confidential material should be filed separately and should not be filed as part of another exhibit (i.e. confidential information that may form part of an Information Response). Reference where necessary within the Non-Confidential portion of the filing to see the Confidential filing.

Both the electronic copy and the paper copy of Confidential Filings and Non-Confidential Filings must be filed separately.

Paper copies of Confidential documents that arrive in binder form must have the word "Confidential" included on the binder cover.

Electronic files that are Confidential must contain the word "Confidential" as part of the file name.

Should your filing contain a document that is marked "Confidential", but is no longer considered confidential, please indicate in your cover letter that the Commission may post this confidential document.

6. Pre-registration as an Applicant is required the first time the Commission website is used. Following that, the User ID and password, which you created, should be used to log on to the BCUC website to upload documents using the "Submit Document" option found on the Commission website home page.
7. Use your User ID profile to submit all other documents. Applications and documents can be submitted as a file attachment or as a link to the Applicant's website; however if the latter option is chosen, a CD in broadband format (everything combined into one PDF document, not multiple documents) should be sent to the Commission within one business day.
 - If the document exceeds 50MB, a link to the Applicant's website is required and documents issued by the Applicant are to be concurrently posted to its own website.
 - Ensure that e-filed applications and all other documents are complete and correspond to the hard copies before being submitted electronically.
8. Filings should be submitted by 4:00 p.m. on the specified filing date. All communications are to contain the BCUC Project Number as the first item in the Subject Line.
9. Twenty (20) hard copies of the filing are to be couriered to the Commission within one (1) business day following the date of the electronic filing.
10. Notification of Filing - Distribution and notification of document availability from websites will be done by:
 - e-mail if possible,
 - fax if email is unavailable, or
 - in hard copy for those participants who are unable to receive electronic notification, or who have requested that a hard copy be provided,
 - copies of documentation are to be made available on CD upon request and on a reasonable efforts basis.

11. The following Exhibit letters have been assigned to each Participant grouping.
- "A" for Commission and Commission staff,
 - "B" for the Applicant,
 - "C" for Intervenors, numbered sequentially in terms of order of receipt of the Notice of Intervention by the Commission with a sub-number assigned to each document filed by that Intervenor,
 - "D" for Interested Parties, and
 - "E" for Letters of Comment

Commission staff will assign an exhibit number to the document prior to posting.

12. The assignment of an Exhibit number to a document prior to the hearing does not prevent another active participant from challenging its admissibility at the commencement of a hearing. Provided the Commission does not rule a document inadmissible, the document's Exhibit number will stand.
13. The Commission's website sends an automated e-mail to all active participants when a Proceeding document has been approved and posted. The automated e-mail is only sent to participants who have an e-mail address.
14. The Commission will provide a list of pre-filed Exhibits to the Applicant and the Intervenors from time to time during a proceeding including prior to the oral hearing, the argument phase of a written hearing or the settlement discussion in a negotiated settlement process.

If the Applicant files an exhibit, including responses and undertakings, during an oral hearing, the exhibit should be filed with the Court Reporter who shall ensure sufficient hard copies are distributed to the participants and an electronic copy is uploaded to the Commission website.

Following the oral hearing, Applicants should resume filing documentation as previously noted. The list of exhibits for each process can be located on the Commission's web page for that proceeding.

15. Immediately after the argument phase of a hearing, and once all Undertakings have been received, twenty (20) CD's containing all exhibits (excluding confidential exhibits), transcripts and arguments should be burned and sent to the Commission. Twenty (20) separate CD's should be provided with all Confidential exhibits and documents. Note that all documents should be in PDF format, indexed and searchable.

BCUC Procedures

1. The Commission will provide each participant with a copy of the Registered Intervenor list as well as a Word file containing Intervenor e-mail addresses. This information will also be posted to the Proceedings web page.
2. Distribution and notification of documents from the Commission will be done by:
 - e-mail if possible,
 - fax if email is unavailable, or
 - in hard copy for those participants who are unable to receive electronic notification, or who have requested that a hard copy be provided,
 - copies of documentation will be made available on CD upon request and on reasonable effort
3. Documents issued or received by the Commission will be posted to the Proceeding's web page within four (4) business hours.
4. Confidential documents received by the Commission will not be posted to the Commission's website pursuant to the Freedom of Information and Protection of Privacy Act.

Routine Application Filings

- These are Utility/ICBC applications such as Tariffs and CPCNs that are not expected to be decided by way of a Commission public process.
- File via the Commission website or Commission Secretary e-mail.
- Receipt of the electronic filing by the Commission Secretary or the BCUC website will be deemed as having met Commission-specified due dates.
- Filings should be submitted by 4:00 p.m.
- Documents should be submitted preferably in PDF format. If PDF format cannot be provided then Word or Rich Text Format (RTF) files will be acceptable.
- Ten (10) hard copies of the filing shall be couriered to the Commission within one (1) business day following the date of the electronic filing.

UPLOAD INSTRUCTIONS

1. Go to *http://www.bcuc.com*
2. Select **File or Register**, then select *Submit Documents*
3. Type in your **User ID** and **Password**, Click **Logon**
4. **Application:** select the relevant Application shell from the popup menu

Note: * indicates a required field

5. **Document Title*:** enter the Exhibit number if you know it, if not, enter the date of your letter (i.e., December 14, 2004 Letter)
6. **Description:** enter a brief description of the document you are filing – Note: if this document is not for public viewing use the word “**CONFIDENTIAL**” at the beginning of the description
7. **Notes:** leave blank
8. **Document Type*:** select **Hearing Document** from the popup list
9. **Company*:** this field autofills
10. **Document No.:** leave blank
11. **Year*:** enter the current year (i.e., 2004)
12. **Document File:** Click on Browse and attach the PDF file of your filing – Note: do not use any symbols in the file name – ie. # & % / etc., and do not use extra periods in the file name (ie. Dec.14.pdf)
13. **Document URL Link:** Leave blank
14. Click **Submit**

If you have more than one document to upload, clicking on the Back button on your web browser will take you back to the Submit Document page you just filled in – just change the information on the page to match the document you are currently filing and click Submit. This will not affect your original filing. You will receive a message confirming your document upload and a document code number. Please make note of this number as it is your confirmation.

If you require assistance please contact the Web Administrator at Web.Administrator@bcuc.com