



## Requesting Transmission Service, Version 16

Effective: 02/05/13

This Business Practice describes the process and guidelines for requesting transmission service from BPA Transmission Services over the Open Access Same-Time Information System (OASIS<sup>1</sup>).

BPA filed a revised OATT on March 29, 2012 to update its OATT based on input from the BOATT process. The petition associated with this filing noted in section D.iv that BPA would offer Daily, Weekly and Monthly Non-Firm PTP Transmission by September 2012. Part of offering these products is to update this business practice. To accomplish that, Version 13 modified the Requesting Transmission Service Business Practice to provide information for sales of daily, weekly and monthly short-term non firm transmission (A.2, F.2 and F.3). Curtailment of these new products will be consistent with the NERC reservation priorities associated with the new products as noted in section F.2 of this business practice.

Also, the OASIS Long-Term Firm (LTF) Transmission Service Request (TSR<sup>2</sup>) Submittal Procedures Bulletin has been included as Section J in this version and removed the Submitting and Processing STF TSRs and Submitting and Processing Hourly Requests Bulletins under Additional Information.

Version 16 moves the opening of the Hourly Firm Transmission from 10:00 am on the Preschedule Day to 9:00 am on the WECC Preschedule Day in Section F, Reservation Timelines, step 2. Submission of Transmission Service Requests During Reservation Window, F-Hourly PTP, F-Hourly NT. The opening of the Non-Firm Hourly Transmission remains at 10:00 am while Simultaneous Windows will be done at 9:00 am when the hourly firm market opens. This change will increase efficiency by reducing the volume of transactions at 10:00 am (Simultaneous Windows, Hourly Non-Firm, Hourly Firm) by moving the opening of the Hourly Firm reservation window and Simultaneous Windows to 9:00 am.

### A. TSR Deposits

1. A Completed Application<sup>3</sup> for Long-Term Firm (LTF) transmission service includes a Transmission Service Request (TSR) Deposit and a separate \$2500 non-refundable Processing Fee.

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<sup>1</sup>Open Access Same-Time Information System

<sup>2</sup>Transmission Service Request

<sup>3</sup>A Long Term Firm (LTF) Transmission Service Request (TSR) submitted on OASIS and any required supplemental information.

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2. The following table delineates which transactions require a **TSR Deposit**<sup>1</sup> and a Processing Fee:

TSR	Deposit Required	Non-Refundable Processing Fee Required
Original LTF PTP	Yes	Yes
Original LTF NT TSR <sup>2</sup> for a New Network Customer <sup>3</sup>	Yes	Yes
LTF NT TSR for service to New Network Load <sup>4</sup>	Yes	Yes
Short-Term Firm (STF), Hourly Firm, and Hourly Non-Firm PTP, Short-Term Non-Firm, Non-Firm NT Transmission Service	No	No
Addition or Modification of a Designated Network Resource (DNR) to an existing NT Service Agreement	No	No
Redirect (PTP Firm)	No	No
Renewal (Reservation Priority)	No	No
Deferral (Extension for Commencement of Service)	No, please refer to the Deferral Service Business Practice for reservation fee	No

<sup>1</sup>The payment that is submitted for an OASIS TSR for Long-Term Firm (LTF) Point-to-Point (PTP) Transmission Service and LTF Network Integration (NT) Transmission Service. A TSR Deposit includes deposits submitted for NT and PTP requests that are later converted to Conditional Firm Transmission Service.

<sup>2</sup>The portion of an NT application submitted via OASIS.

<sup>3</sup>Any customer taking service under Use of Facilities (UFT), Formula Power Transmission (FPT), Integration of Resources (IR), Part II or Part III of the OATT.

<sup>4</sup>Load added to an existing NT customer's system as the result of Annexation, Condemnation, Merger, Conversion of Point-to-Point (PTP) Service Agreement to NT Service Agreement, Reduction to Customer Served Load, Request by a Network customer to designate a particular load at discrete points of delivery as Network Load, when the Network Customer had previously elected not to designate that load as Network Load

TSR	Deposit Required	Non-Refundable Processing Fee Required
	requirements	
Transfer of <b>Precedent Transmission Service Agreement (PTSA)</b> <sup>1</sup> before related TSR is CONFIRMED.	Yes, along with <b>Security</b> <sup>2</sup> or <b>Performance Assurance</b> <sup>3</sup> from the <b>Assignee</b> <sup>4</sup> . (Please refer to the most current version of the Network Open Season Bulletin (NOS) Bulletin, or its successor.)	No
Transfer of PTSA after related TSR is CONFIRMED	No, but Security or Performance Assurance from Assignee is required. (Please refer to the most current version of the <b>Network Open Season (NOS)</b> <sup>5</sup> Bulletin, or its successor.)	No
Transfer or <b>Resale</b> <sup>6</sup> of Transmission Service	No	No

3. The Customer must provide a TSR Deposit when the Customer submits an eligible LTF Point-To-Point (PTP) or Network Integration Transmission Service (NT) TSR.

<sup>1</sup>An agreement under which an Eligible Customer that has submitted an Eligible TSR agrees to purchase the LTF Transmission Service requested if Transmission Services satisfies conditions identified in the agreement.

<sup>2</sup>Letter of Credit, deposit into an Escrow Account or cash deposit with BPA that the customer will establish in accordance with the Network Open Season business practice.

<sup>3</sup>(A) a Letter of Credit, (B) a security deposit into an Escrow Account, (C) a non-interest bearing cash security deposit with BPA, or (D) a prepayment of transmission service paid to BPA or to the account of BPA under an escrow that the customer will establish.

<sup>4</sup>An Eligible Customer with an executed Point-to-Point (PTP) Transmission Service Agreement (TSA) that receives PTP Transmission Service rights and obligations from a Reseller either through a Resale or an OASIS Transfer.

<sup>5</sup>The process by which Transmission Services desires to contractually and financially secure a Long-Term Firm commitment from customers with Eligible TSRs to purchase Long-Term Firm Transmission Service.

<sup>6</sup>A Resale is a TSR which, when CONFIRMED, conveys scheduling rights associated with all or a portion of a reservation for firm PTP Transmission Service from a Reseller to an Assignee. There are two wesTTrans OASIS options to transact a Resale: OASIS Resale: The posting of scheduling rights offered for sale on OASIS to the open market (an open auction conducted on OASIS). TransAssign: The posting of a Resale conducted off OASIS, with a pre-selected buyer (an OASIS notice of a private sale conducted off OASIS).

4. LTF PTP TSR Deposit amount

- a. The TSR deposit for LTF PTP Transmission Service is equal to the charge for one month of transmission service using the monthly rate for LTF PTP Transmission Service in the PTP Rate, the Southern Intertie Rate, or the Montana Intertie Rate, as applicable, in effect at the same time the TSR is placed into QUEUED status in OASIS.
- b. The amount of the TSR Deposit is calculated based on the TSR MWs requested and does not reflect associated Ancillary Services costs.
- c. All TSR Deposits are non-transferrable and may not be used to cover the deposit for another TSR.

5. LTF NT TSR Deposit amount

- a. The TSR Deposit is equal to the charge for one month of NT Transmission Service based on the MWs requested using the NT Rate Base Charge in effect at the time the TSR is placed into QUEUED status on OASIS.
- b. The amount of the TSR Deposit is calculated based on the TSR MWs requested and does not reflect associated Ancillary Services costs.

6. Receipt of TSR Deposit

- a. The TSR Deposit must be deposited with BPA, or into an Escrow Account, by **Close of Business**<sup>1</sup> 5 Business Days after the TSR status is changed to RECEIVED in OASIS or the TSR status will be changed to DECLINED.
- b. Payments are not considered received until they reach the address below if mailed or if sent by overnight delivery.

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<sup>1</sup>5:00 p.m. Pacific Prevailing Time

7. Payment options

- a. Funds may be deposited either with BPA or into an Escrow Account established by the Transmission Customer.
- b. Deposits with BPA
  - i. Funds deposited with BPA will not earn interest.

Electronic Transfer	<p>For instructions on paying the TSR Deposit by electronic transfer to BPA, either through FedWire or Automated Clearing House (ACH), contact BPA's Cash &amp; Treasury Management, Accounts Receivable at (503)230-3574 or view the brochure and application for electronic payments at <a href="http://www.bpa.gov/corporate/business/how_to_pay">www.bpa.gov/corporate/business/how_to_pay</a>.</p> <ul style="list-style-type: none"> <li>• When using FedWire, after "OBI=" include the words "TSR Deposit."</li> <li>• When using the ACH type of electronic transfer, include the date, amount and the ACH trace number, if available.</li> <li>• When using the ACH type of electronic transfer, include the words "TSR Deposit" in the memo field on the transfer.</li> </ul>
Check	<p>Checks must be sent via overnight delivery to ensure that BPA Transmission Services receives the Deposit within 5 Business Days.</p> <p>Paper payments that do not require a signature verifying receipt must be sent to the BPA Lockbox at the address below and must include the words "TSR Deposit" on the check: Bonneville Power Administration P.O. Box 301507 Los Angeles, CA 90030-1507</p> <p>Paper payments that require a signature verifying receipt, or overnight delivery, must be sent to the address below and must include the words "TSR Deposit," along with the request date on the check:</p> <p>Bonneville Power Administration Attn: 301507, 19220 Normandie Ave., Suite B, Torrance CA 90502 Phone Number: (302) 323-3600 (required for FedEx deliveries).</p> <p>The air bill and the contents of the package must include File #301507.</p>

8. Establishing and funding an Escrow Account:

- a. The Customer is strongly encouraged to establish an Escrow Account in advance of submitting a TSR in order to meet the deposit timelines set out in section 6.a above.
- b. Funds deposited in an Escrow Account may earn interest.

- c. An Escrow Account and the related Escrow Agreement (Agreement) must be with a federally chartered financial institution specified by BPA which will act as Escrow Agent or Trustee (Trustee) for the Customer. For a list of institution(s), please contact the Fee Administrator either by telephone or email as follows:

Phone: (360) 619–6090

Fax: (360) 619–6940

Email address: [escrow@bpa.gov](mailto:escrow@bpa.gov)

- d. Escrow Account requirements:

- i. Customer must notify the Fee Administrator of the establishment of an Escrow Account.
- ii. Customer must ensure that the Trustee notifies the Fee Administrator of the Trustee's receipt of the deposited funds when deposited.
- iii. Customer must notify the Fee Administrator in writing that the funds have been deposited into the Escrow Account.
- iv. Customer is solely responsible for the setup costs and administrative fees associated with the Escrow Account.
- v. Customer must place the required Deposit for each TSR into the Escrow Account.
- vi. Additional deposits for separate TSR(s) may be made into the existing Escrow Account, but must be separately identified and accounted for in a sub-account.
- vii. Customer must acknowledge in the Agreement that the Escrow Account is for the benefit of BPA.

9. TSR Deposit treatment:

- a. For TSRs with an OASIS status of DECLINED, REFUSED, WITHDRAWN or RETRACTED:
  - i. If the TSR Deposit is with BPA Transmission Services, the TSR Deposit will be returned within 30 calendar days of the TSR status change.
  - ii. If the TSR Deposit is in an Escrow Account, BPA Transmission Services will authorize the release of the TSR Deposit with any accrued interest within 30 calendar days of the TSR status change.

- b. For TSRs with an OASIS status of CONFIRMED:
  - i. If the TSR Deposit is with BPA Transmission Services, the TSR Deposit will be returned within 30 calendar days of the TSR status change.
  - ii. If the TSR Deposit is in an Escrow Account, BPA Transmission Services will authorize the release of the TSR Deposit with any accrued interest within 30 calendar days of the TSR status change.
- c. A pending refund may not be used as the TSR Deposit for a new TSR.

**B. Non-Refundable Processing Fee**

1. In addition to a TSR Deposit, when making a LTF PTP or NT TSR, the Customer must submit a separate \$2500 non-refundable Processing Fee to BPA.
2. Please refer to the table above for a list of TSRs which require the \$2500 non-refundable Processing Fee.
3. Receipt of the Processing Fee
  - a. BPA Transmission Services must receive the TSR Processing Fee by Close of Business 5 Business Days after the TSR is RECEIVED on OASIS or the TSR will be DECLINED and receive no further consideration.
4. TSR Processing Fee payment options:
  - a. The TSR Processing Fee must be paid directly to BPA Transmission Services and cannot be placed into an Escrow Account.
  - b. Customers submitting a TSR Deposit with BPA Transmission Services may include the Processing Fee with the same payment.

Electronic Transfer	<p>For instructions on paying the TSR Processing Fee by electronic transfer to BPA, either through FedWire or Automated Clearing House (ACH), contact your transmission service Account Executive.</p> <ul style="list-style-type: none"> <li>• When using FedWire, after "OBI=" include the words "TSR Processing Fee."</li> <li>• When using the ACH type of electronic transfer, include the date, amount and the ACH trace number, if available.</li> <li>• When using the ACH type of electronic transfer, include the words "TSR Processing Fee" in the memo field on the transfer.</li> </ul>
Check	<p>Checks must be sent via overnight delivery to ensure that BPA Transmission Services receives the Processing Fee within 5 Business Days.</p>

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Paper payments that do not require a signature verifying receipt must be sent to the BPA Lockbox at the address below and must include the words "TSR Processing Fee" on the check: Bonneville Power Administration  
P.O. Box 301507  
Los Angeles, CA 90030-1507

Paper payments that require a signature verifying receipt, or overnight delivery, must be sent to the address below and must include the words "TSR Processing Fee," along with the request date on the check.

The air bill and the contents of the package must include File #301507.

Bonneville Power Administration  
Attn: 301507,  
19220 Normandie Ave., Suite B, Torrance CA 90502

Phone Number: (302) 323-3600 (required for FedEx deliveries).

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5. For transactions for which a Processing Fee is assessed, BPA Transmission Services will retain the Processing Fee regardless of whether the TSR is granted or not.

### C. Reservation Requirements

1. Prior to submitting a TSR on the OASIS, the Customer must have a signed Service Agreement with BPA Transmission Services. Refer to the New Customer Application Process for Transmission Services Business Practice for guidelines and procedures.
2. Submitting TSRs:
  - a. Customers must submit Long-Term, Short-Term and Hourly TSRs over BPA Transmission Services' OASIS.
  - b. There is no limit to the number of TSRs a Customer may submit each day.
3. TSRs must include the following information:
  - a. Customer Name/Code (NAESB Electric Industry Registry - EIR)
  - b. **POR**<sup>1</sup>/**POD**<sup>2</sup>
  - c. **Source**<sup>3</sup> & **Sink**<sup>4</sup> (optional for Short-Term and Hourly)

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<sup>1</sup>Point of Receipt is an interconnection on the Transmission Provider's Transmission System where capacity and energy will be made available by the Delivering Party; An OASIS field on a TSR that is the scheduling POR.

<sup>2</sup>Point of Delivery is a point on the The Transmission Provider's Transmission System where capacity and energy transmitted by the Provider will be made available to the Receiving Part; An OASIS field on a TSR that is the scheduling POD.

<sup>3</sup>An OASIS field on a TSR that is the contractual POR.

<sup>4</sup>An OASIS field on a TSR that is the contractual POD.

- d. Start date and time
- e. Stop date and time
- f. MW requested
- g. Request Type
- h. Service Code
- i. **Sale Ref**<sup>1</sup> (Five-digit Transmission Service Agreement Number)
- j. Bid price
  - i. The Customer may click the Get Price button to display the bid price for the type of transmission service selected.
  - ii. The price displayed may not necessarily be what the Customer will be billed.
  - iii. The Customer will be billed according to the effective Rate Schedule.
- k. Related Ref and Deal Ref numbers, if applicable.

#### D. Newpoint Designation

1. The Customer must designate **Newpoint**<sup>2</sup> on its TSR when either the POR or the POD is at an interconnection point on BPA's network or external interties where no substation yet exists or when transmission facilities do exist but the point is not posted on OASIS.
2. Newpoint can only be designated for a LTF Yearly PTP or LTF Yearly NT request.
  - a. The Source or Sink must be NEWPOINT.
  - b. The POR or POD must be NEWPOINTBPAT.
3. Newpoint Interconnection on BPA's Network where no substation yet exists:
  - a. The TSR must include the specific geographical reference point information and the specific associated Generation Interconnection Request number(s), if applicable, into the Comments field of the OASIS Reservation Entry Form.
    - i. The specific geographical reference point information and the specific associated Generation Interconnection Request number(s) included in the Comments field cannot be changed once the TSR is submitted.

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<sup>1</sup>An OASIS field on a TSR. This number is an existing Customer's NT, PTP, or grandfathered Service Agreement number.

<sup>2</sup>A Point of Receipt (POR) or Point-to-Point (POD) for BPA's network or external interties within the Northwest that is not currently modeled on OASIS.

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- b. If the POR and POD are both known, even though there is not yet a substation at the interconnection point, select the relevant description POR and POD and use NEWPOINT in only the Source or Sink field. To do this, the Customer will need to select “\*” next to either the Source or the Sink and type NEWPOINT in the Source or Sink name field, then click Enter.
4. Newpoint Interconnection on BPA’s External Interties where no substation yet exists:
    - a. Newpoint designations for interconnection points on BPA’s external interties are limited to new interconnections between existing facilities.
    - b. The Intertie Newpoint cannot be an expansion or extension of the Intertie beyond BPA’s service area.
    - c. The TSR must reference an existing facility and specify associated Generation Interconnection Request number(s) in the Comments field of the OASIS Reservation Entry Form, if applicable.
      - i. The specific geographical reference point information and the specific associated Generation Interconnection Request number(s) included in the Comments field cannot be changed once the TSR is submitted.
    - d. The Customer will incur the applicable Intertie rate and/or Network rate depending on the location of the POR and POD.
  5. General Provisions for Newpoint Interconnection where no substation yet exists:
    - a. Within 15 calendar days of receipt of a TSR designating Newpoint at an interconnection point where no substation yet exists, BPA Transmission Services will:
      - i. Assess the Available Transfer Capability (ATC<sup>1</sup>) impacts of the Newpoint TSR by analyzing the Scheduling Point<sup>2</sup> nearest to the Newpoint.
      - ii. Provide notice to the Customer via the Seller Comment field of the Newpoint TSR of the substituted Scheduling Point.
    - b. If BPA Transmission Services determines it can make an offer of service to a TSR designating Newpoint at an interconnection point where no substation yet exists, before the requested Newpoint POR or POD becomes a valid Scheduling Point, BPA Transmission Services will offer the Customer an Exhibit with the substituted Scheduling Point identified as either the POR or POD.

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<sup>1</sup>Available Transfer Capability

<sup>2</sup>A Transmission Service Information Network (TSIN) registered point that may be used on an e-Tag schedule.

- i. The Customer must conform its Newpoint TSR by submitting a new TSR that matches the TSR conformance instructions the Customer receives from its Account Executive.
    - ii. Within 15 calendar days of the **Date of Tender**<sup>1</sup>, the Customer must sign the Service Agreement.
    - iii. If the Customer fails to sign the Transmission Service offer, BPA Transmission Services will place both the conformed TSR and the Newpoint TSR in DECLINED status and the TSRs will receive no further consideration.
  - c. Customers granted a TSR pursuant to the procedures described in 5.b above have the right to utilize that service at the substituted Scheduling Point consistent with BPA Transmission Services' OATT.
  - d. Once BPA Transmission Services designates a valid Scheduling Point on OASIS to a TSR that designates Newpoint at an interconnection point where no substation yet exists, the Customer must conform its request to the designated Scheduling Point on OASIS.
    - i. PTP Customers must conform their TSR(s) by submitting a Redirect TSR. Refer to the Redirect Business Practice for guidelines on submitting a **Redirect Request**<sup>2</sup>.
    - ii. If BPA Transmission Services has defined the interconnection facilities and the above redirect request is received within 30 calendar days from the date BPA Transmission Services designates a valid Scheduling Point to the Newpoint TSR on OASIS, BPA Transmission Services will deem the redirect request to have no ATC impacts and will grant the redirect TSR.
    - iii. BPA Transmission Services will give NT Customers specific instructions on how to conform their TSR(s). BPA Transmission Services will conform all Conditional Firm TSR(s) on behalf of the Customer.
6. Newpoint for existing facilities when no point is posted on OASIS:
  - a. The LTF TSR must reference an existing facility in the Comments field of the OASIS Reservation Entry Form.
    - i. The existing facility in the Comments field cannot change once the TSR is submitted.

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<sup>1</sup>The day that the Customer receives an offer for transmission service from Transmission Services. If that day is a Saturday, Sunday or Federal Holiday, the Date of Tender is the next Business Day.

<sup>2</sup>A TSR pursuant to OATT section 22.2 that does not exceed the amount reserved in the existing Service Agreement.

- b. BPA Transmission Services will create the point on OASIS and notify the Customer by email to conform its TSR to the new point.
  - i. The Customer must conform its Newpoint TSR by submitting a new TSR that matches the TSR conformance instructions the Customer receives from its Account Executive within five Business Days.
  - ii. The Deal Ref of the Conformance TSR must reference the parent TSR number in order to preserve the Customer's queue time.

## E. Linkage

1. To link a LTF TSR to a Generation Interconnection Request, the TSR must:
  - a. Be submitted on the same calendar day as the Generation Interconnection Request.
  - b. If the POR is a Newpoint Designation, the Customer must provide the same physical description of the Point of Interconnection (POI<sup>1</sup>) as specified in the Generation Interconnection Request in the Customer Comments field of the TSR.
  - c. Specify a requested Reserved Capacity that does not exceed the capacity specified in the Generation Interconnection Request (either individually or in aggregate if multiple TSRs are linked to a single Generation Interconnection Request).
  - d. State in the Customer Comments field of the TSR: "This TSR is linked to an Interconnection Request."
  - e. Within five Business Days after submitting the TSR, the Customer must specify the Generation Interconnection Request number that the TSR is to be linked to.
2. To link a LTF TSR to a Line and Load Interconnection Request (LLIR<sup>2</sup>) the TSR must:
  - a. Be submitted on the same calendar day as the LLIR.
  - b. State in the Customer Comments field of the TSR: "This TSR is linked to an LLIR."
  - c. Provide the identical physical description of the interconnection point as was provided in the LLIR.

## F. Reservation Timelines

1. The Customer must submit TSRs in accordance with the current WECC Preschedule Calendar and in accordance with BPA Transmission Services' reservation timeframes specified below. The WECC Preschedule Calendar can be accessed on the WECC web site at

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<sup>1</sup>Point of Interconnection

<sup>2</sup>Line & Load Interconnection Request

[www.wecc.biz](http://www.wecc.biz)

2. Submission of Transmission Service Requests During Reservation Window

Transmission Service Products	Transmission Service Classification	NERC Priority	Reservation Window	Duration
F-Yearly PTP or F-Yearly NT	Firm	7	Beginning 10 years prior to the service commencement date (SCD), up to 60 days in advance of the calendar month in which service is to commence, and less time as practicable.	Begins 00:00 hours on the first day of the month for no less than a year (12 calendar months) and no more than 30 years.
STF-Monthly PTP, STF-Monthly NT	Firm	7	No earlier than 60 days before delivery, up to 20 minutes prior to the start of flow.	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 28 days and no more than 364 days.
STF-Weekly PTP, STF-Weekly NT	Firm	7	No earlier than 14 days before delivery, up to 20 minutes prior to the start of flow.	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 7 days and no more than 27 days.
STF-Daily PTP, STF-Daily NT	Firm	7	No earlier than 7 days before delivery, up to 20 minutes prior to the start of flow.	Begins 00:00 hours one day and ends 00:00 hours of a following day

Transmission Service Products	Transmission Service Classification	NERC Priority	Reservation Window	Duration
				for no less than 1 day and no more than 6 days.
F-Daily Loss Return	Firm	7	No earlier than 7 days before delivery, up to 15:00 of the WECC Preschedule day.	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 1 day and no more than 6 days.
F-Hourly Loss Return	Firm	7	No earlier than 7 days before delivery, up to 15:00 of the WECC Preschedule day.	Begins XX:00 for no less than 1 hour and no more than 24 hours.
F-Hourly PTP, F-Hourly NT	Firm	7	Beginning at 9:00 of the WECC Preschedule day, up to 20 minutes prior to the start of flow.	Begins XX:00 for no less than 1 hour and no more than 24 hours.
ST Non-Firm Monthly NT	Non-Firm	6	No earlier than 60 days before delivery, up to 20 minutes prior to the start of flow.	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 28 days and no more than 364 days.
ST Non-Firm Weekly NT	Non-Firm	6	No earlier than 14 days before delivery, up to 20 minutes	Begins 00:00 hours one day and ends

Transmission Service Products	Transmission Service Classification	NERC Priority	Reservation Window	Duration
			prior to the start of flow.	00:00 hours of a following day for no less than 7 days and no more than 27 days.
ST Non-Firm Daily NT	Non-Firm	6	No earlier than 7 days before delivery, up to 20 minutes prior to the start of flow.	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 1 day and no more than 6 days.
NF-Hourly NT	Non-Firm	6	Beginning at 10:00 of the WECC Pre-schedule day, up to the end of the operating hour.	Begins XX:00 for no less than 1 hour and no more than 24 hours.
ST Non-Firm Monthly PTP	Non-Firm	5	No earlier than 60 days before delivery, up to 20 minutes prior to the start of flow.	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 28 days and no more than 364 days.
ST Non-Firm Weekly PTP	Non-Firm	4	No earlier than 14 days before delivery, up to 20 minutes prior to the start of flow.	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less

Transmission Service Products	Transmission Service Classification	NERC Priority	Reservation Window	Duration
				than 7 days and no more than 27 days.
ST Non-Firm Daily PTP	Non-Firm	3	No earlier than 7 days before delivery, up to 20 minutes prior to the start of flow.	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 1 day and no more than 6 days.
NF-Hourly PTP	Non-Firm	2	Beginning at 10:00 of the WECC Pre-schedule day, up to the end of the operating hour.	Begins XX:00 for no less than 1 hour and no more than 24 hours.
NF-Secondary Hourly PTP	Non-Firm	1	Beginning at 10:00 of the WECC Pre-schedule day, to the end of the operating hour.	Begins XX:00 for no less than one hour and no more than 24 hours.

### 3. Reservation Response Timing Requirements

a. TSR Response Times that BPA Transmission Services follows are outlined below:

Class	Increment	Queued Prior to Start	Evaluation Time Limit	Confirmation Time Limit <sup>1</sup> ACCEPTED or COUNTER-OFFER <sup>2</sup>
Firm or Non-Firm	Hourly	<1 hour	Best effort	5 minutes
Firm or Non-Firm	Hourly	>1 hour and < 24 hours	30 minutes	5 minutes
Firm or Non-Firm	Hourly	>24 hours	30 minutes	30 minutes
Firm	Daily	< 24 Hours	Best Effort	2 Hours <sup>3</sup>
Firm	Daily	N/A	Best effort, but less than 30 days (iv)	24 Hours <sup>3</sup>
Non-Firm	Daily	N/A	30 minutes	2 Hours <sup>3</sup>
Firm	Weekly	< 86 Hours	30 Days	2 Hours <sup>4</sup>
Firm	Weekly	86 - 110 Hours	30 Days	24 Hours <sup>4</sup>
Firm	Weekly	N/A	Best effort, but less than 30 days <sup>4</sup>	48 Hours <sup>3</sup>
Non-Firm	Weekly	N/A	4 Hours	24 Hours <sup>3</sup>
Firm	Monthly	< 86 Hours	30 Days	2 Hours <sup>4</sup>
Firm	Monthly	86-110 Hours	30 Days	24 Hours <sup>(iv)</sup>
Firm	Monthly	110-158 Hours	30 Days	48 Hours <sup>4</sup>
Firm	Monthly	N/A	Best effort, but less than 30 Days <sup>4</sup>	4 Days <sup>3</sup>
Non-Firm	Monthly	N/A	2 Days <sup>7</sup>	24 Hours <sup>3</sup>
Firm	Yearly	< 60 days <sup>5</sup>	30 Days	2 Business Days <sup>6</sup>

<sup>1</sup>Confirmation time limits are not to be interpreted to extend reservation deadlines or to

override preemption deadlines.

<sup>2</sup>Measurement starts at the time the request is first moved to either Accepted or COUNTEROFFER. The time limit does not reset on subsequent changes of state.

<sup>3</sup>The Confirmation Time Limit or 20 minutes prior to flow of the Preschedule day, whichever is earlier.

<sup>4</sup>Subject to expedited time requirements. BPA Transmission Services will make best efforts to respond within 72 hours, or prior to the reservation-scheduling deadline, whichever is earlier, to a request for Monthly/Weekly/Daily Firm Service received during period 2-30 days ahead of the service start time.

<sup>5</sup>BPA Transmission Services may process TSRs queued < 60 days prior to start if practicable.

<sup>6</sup>In addition to the 15 days for the contract offer.

<sup>7</sup> Days are defined as calendar days.

## G. LTF TSR Process

1. For procedures on how to submit a LTF PTP or NT TSR, please refer to the OASIS LTF TSR Submittal Procedures bulletin.
2. The MW requested in a LTF PTP TSR must be a flat transmission capacity MW profile for the full duration of the reservation. Please refer to the Redirect business practice for specific requirements regarding LTF Redirect Requests.
3. BPA Transmission Services will change the status of the LTF TSR from QUEUED to RECEIVED once BPA Transmission Services verifies that the information in each of the required OASIS TSR fields is valid.
4. A TSR must be WITHDRAWN and resubmitted as a new TSR if a Customer wants to make any other changes. A new Queue Position will be determined based on the TSR's queued time, unless the Customer was directed to submit a conformance TSR.
5. NT TSR Process
  - a. Prior to submittal of an LTF NT TSR, an **NT Customer**<sup>1</sup> should contact its Transmission Account Executive in order to:
    - i. Ensure access to the OASIS has been granted.
    - ii. Determine whether an LTF NT TSR(s) is required and if so, what data must be submitted on the LTF NT TSR and what data, if any, must be submitted as supplemental information using other delivery systems (e.g., U.S. Mail, fax, overnight delivery, email, etc.).

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<sup>1</sup>An entity receiving transmission service under Part III of the OATT.

- b. Requests for new NT Service require an LTF NT TSR submittal.
  - c. Requests to modify existing NT Service require an LTF NT TSR submittal. Below is a list of scenarios to modify existing NT Service:
    - i. Acquisition of new Network load.
    - ii. Addition of a new or modification to an existing **DNR**<sup>1</sup>; for example, increasing the MW demand of a DNR.
6. For additional information on NT Service, please refer to the Network Integration Transmission Service

## H. Short-Term and Hourly TSR Process

- 1. Short Term Firm (STF) Requests
  - a. TSRs can be submitted in Daily, Weekly and Monthly durations.
  - b. A STF request cannot be shaped.
- 2. Hourly firm and Non-Firm Requests
  - a. Hourly requests can be shaped.
    - i. 0 MW is a valid demand in a shaped Hourly TSR.
  - b. The duration of an hourly TSR is the period of time between the requested start and stop times.
  - c. Hourly requests are not evaluated for Network flowgate impacts, except for Transmission Loading Relief Avoidance.
  - d. Monthly, Weekly, and Daily short-term non-firm requests cannot be shaped.
- 3. If BPA Transmission Services has sufficient ATC to make a full offer, the TSR will be given an OASIS status of ACCEPTED.
  - a. If the TSR was submitted Preconfirmed, the OASIS status of the TSR will automatically change to CONFIRMED.
  - b. If the TSR was not submitted Preconfirmed, the Customer may Withdraw or Confirm the TSR on OASIS within the specified time limit in the Response Field of the TSR. The time limit can be found above in the Linkage section of this Business Practice.

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<sup>1</sup>Designated Network Resource

- i. If the Customer does not respond within the specified time limit, the TSR will be given an OASIS status of RETRACTED, which is a final state, and the TSR will receive no further consideration.
4. If BPA Transmission Services does not have sufficient ATC to make a full offer, but has sufficient ATC to make a Partial offer, BPA Transmission Services will make a COUNTER-OFFER.
- a. Monthly, Weekly, and Daily short-term firm requests will be counter offered in flat Daily increments. Hourly requests may be Counter offered in shaped Hourly increments.
  - b. Customers must respond to the COUNTEROFFER over OASIS and change the status of the TSR to CONFIRMED or WITHDRAWN within the specified time limit in the Response Field of the TSR, regardless if the TSR was Preconfirmed. The time limit can be found above in the Linkage section of this Business Practice.

## I. OASIS Validation Rules

1. If a TSR is deemed INVALID, REFUSED or DECLINED, the denial reason will be displayed within the Seller Comments field of the TSR.
2. One of the following TSR denial reasons shall be included in the TSR Seller Comments field describing why the TSR was denied:

TSR Validation Rules	
Denial Reason (Seller Comments)	Rule Description
Insufficient Available <b>Flowgate</b> <sup>1</sup> Capacity (AFC)	Verifies the AFC requested by the TSR is available
Insufficient ATC	Verifies the ATC requested by the TSR for the intertie and/or regional interconnection is available
INVALID Cust, Cont #, or Type	Validates the Customer's contract and the requested type of service is valid for the specified

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<sup>1</sup>Flowgate (Cutplane): Transmission lines and facilities owned by BPA on a constrained portion of BPA's internal network transmission grid or transmission lines and facilities owned by BPA and one or more neighboring transmission providers that are interconnected and the separately owned facilities are operated in parallel in a coordinated manner, and each of the owners has an agreed upon allocated share of the transfer capability.

TSR Validation Rules	
Denial Reason (Seller Comments)	Rule Description
	contract
INVALID Deferral Criteria	Verifies that the Deferral TSR is prepared in accordance with the documented Deferral rules
INVALID Matching Criteria	Verifies competition matching criteria are completed correctly
INVALID POR or POD	Verifies that the POR/POD data on the TSR match BPA Transmission Services' PORs and PODs
INVALID POR/Source or POD/Sink (LT only)	Verifies that the TSR Source/Sink (if entered) map to the POR/POD
INVALID Price Entered	Verifies ceiling price entered on TSR
INVALID Redirect Criteria	Verifies that the Redirect TSR is prepared in accordance with the documented Redirect rules
INVALID Renewal Criteria	Verifies that the Renewal TSR is prepared in accordance with the documented Renewal rules
INVALID Resale Criteria	Verifies that the Resale TSR is prepared in accordance with the documented Resale rules
INVALID Source/Sink	Verifies that the Source/Sink data on the TSR match BPA Transmission Services' Source/Sink data.
Timing Validation Failed	Verifies service timing rules and verifies WECC Preschedule Calendar and BPA Transmission Services' timing rules

3. BPA Transmission Services retains the right to add or change denial reasons without notice.
4. Please refer to the applicable business practices for specific requirements related to Deferrals, Redirects, Renewals (Reservation Priority) and Resales.

## **J. OASIS Long-Term Firm (LTF) Transmission Service Request (TSR) Submittal Procedure:**

1. Access OASIS. If it requires a login, enter your User ID and Password and click on the Login button.
2. Click on the wesTTrans logo. The wesTTrans home page will display. Click on the Select Provider drop-down box. Select BPAT and the BPA Transmission Services OASIS home page will display.
3. Click the Reservations button. The Reservation Summary Screen will display.
4. Click the New TSR button. The Reservation Entry Form will display.
5. Check the Select Provider and Seller drop-down boxes; both should display BPAT. Check the Customer drop-down box; it should display your company acronym.
6. Enter your Sale Ref number in the Sale Ref field.
7. Click the POR and POD drop-down menus in the POR and POD fields of the OASIS Reservation Entry form. Choose the POR and POD for the reservation request.
8. Click the Source and Sink drop-down boxes. The drop-down menu will display a list of the available sources and sinks for the selected POR and POD. Click the source and sink for the reservation request.
9. Each LTF NT TSR must contain one POR, one POD, one Source, and one Sink; to select these points, click on the respective drop-down boxes and choose the correct points.
  - a. If the POR/Source of the LTF NT TSR is a non-federal Network Resource or a Customer-Served Load Resource, select the appropriate points from the drop-down menus.
  - b. If the POR/Source of the LTF NT TSR is the Federal Columbia River Power System (FCRPS), select BPAPOWER from the POR drop-down menu and FCRPS from the Source drop-down menu.
10. Click on the Service drop-down box.
  - a. For LTF NT Service select LTF-YEARLY NT.
  - b. For LTF PTP Transmission Service, select LTF-Yearly PTP.
11. The Request Type will display as ORIGINAL.
  - a. This is the correct Request Type for LTF NT TSRs submitted for all purposes except the Renewal of existing transmission service, per Section 2.2 of the Tariff, which requires a Request Type of RENEWAL.

- b. If this TSR is for a renewal under OATT Section 2.2, click the Request Type drop-down box and select RENEWAL. Enter the AREF<sup>1</sup> for the current reservation being renewed in the Related Ref field.
12. Enter the start and stop dates for the TSR. Check the start and stop times; both must read 00:00. Check to ensure the time zone entry is correct.
13. Enter the desired MW for the TSR in MW field:
  - a. If the POR of the LTF NT TSR is a non-federal Network Resource, the peak value listed in the Power Purchase Agreement should be input as the requested demand.
  - b. If the POR of the LTF NT TSR is a Customer-Served Load (CSL) resource, a "0" should be input as the requested demand.
  - c. If the POR of the LTF NT TSR is FCRPS, 99,999 MW should be input as the requested demand.
14. Click the Get Price button; the price will automatically populate.
15. Leave the Path drop-down box blank.
16. Do not modify the Reservation Profile section of the screen.
17. Click the Enter TSR button and the TSR Entry Submission screen will display. Verify that the request data are correct.
  - a. If any of the data is incorrect, click the Back button. The Reservation Entry Form will display again and any errors in the TSR can be corrected. Note that you will need to reenter the Sale Ref.
  - b. If all of the data are correct, click on the Submit button. The TSR number will appear in the TSR Summary Screen. This is the AREF number for the TSR.
18. Click OK and the Reservation Summary Screen will display, containing the new TSR, which will have an OASIS status of QUEUED.
19. To display the detailed reservation information, click the AREF number in AREF column. The Transmission Reservation Detail screen will display all of the information related to the request.

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<sup>1</sup>A unique reference number automatically assigned by OASIS to provide a unique record for each transmission or ancillary service request.

20. To withdraw the TSR, click the Withdraw button. A dialog box will display the message, "Are you sure you want to make this change? You will not be able to undo this operation."
  - a. Click OK and the Reservation Summary Screen will display with the information on the TSR and an OASIS status of WITHDRAWN.
  - b. To enter a corrected TSR, click on Create New TSR button. The Reservation Entry Form will display with the previous request data as a template that can be modified.

## K. Additional Information

### Policy Reference

- [OATT](#): Sections 13, 14, 16, 17, 18, 22

### Related Business Practices

- CAISO Intra-Hour Scheduling Pilot Program
- Intra-Hour Scheduling Pilot Program (Phase III)
- New Customer Application Process for Transmission Service
- Deferral Service (Extension for Commencement of Service)
- Redirects
- [Real Power Loss Return](#)<sup>1</sup>
- Redispatch and Curtailment Procedure
- Reservation Agent
- [Scheduling Agent](#)<sup>2</sup>
- Reservation Priority
- Long-Term Firm Queue: Evaluation of Requests and Offer of Service
- Scheduling Transmission Service
- Network Open Season 2008
- Network Open Season 2009
- Network Open Season 2010

### Version History

Version 16	02/05/13 Version 16 moves the opening of the Hourly Firm Transmission from 10:00 am on the Preschedule Day to 9:00 am on the WECC Preschedule Day in Section F, Reservation Timelines, step 2. Submission of Transmission Service Requests During Reservation Window, F-Hourly PTP, F-Hourly NT. The opening of the Non-Firm Hourly Transmission remains at 10:00 am while Simultaneous Windows will be done at 9:00 am when the hourly firm market opens. This change will increase efficiency by reducing the volume of transactions at 10:00 am (Simultaneous Windows, Hourly Non-Firm, Hourly Firm) by moving the opening of the Hourly Firm reservation window and Simultaneous Windows to
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<sup>1</sup>The return of Real Power Losses which were replaced with federal generation.

<sup>2</sup>An entity designated by the Customer to prepare and submit transmission schedules and associated forecasts on behalf of that Customer.

	9:00 am.
Version 15	11/13/12 Version 15 replaces NERC's online TSIN registration in step C.3.a with the NAESB Electric Industry Registry (EIR) as the sole registry source. The TSIN Registry site will be decommissioned effective November 13, 2012 making the NAESB Electric Industry Registry (EIR) the official source of registry data.
Version 14	09/28/12 Version 14 added two sections for clarification. Section A.4.c has been added to clarify that TSR Deposits are non-transferable. Section H.2.d has been added to clarify that Monthly, Weekly and Daily non-firm requests cannot be shaped.
Version 13	09/14/12 Version 13 modifies the Requesting Transmission Service Business Practice to provide information for sales of daily, weekly and monthly short-term non firm transmission (A.2, F.2 and F.3). Also, the OASIS Long-Term Firm (LTF) Transmission Service Request (TSR) Submittal Procedures Bulletin has been included as Section J in this version. Removed Submitting and Processing STF Requests and Submitting and Processing Hourly Requests Bulletins under Additional Information.
Version 12	08/09/12 Version 12 updates the requirement for the payment for TSR Deposit and non-refundable Processing Fee be made within 5 Business Days instead of 10 Business Days. The specific steps impacted include: A.6.a, A.7.b.i, B.3.a and B.4.b.
Version 11	06/06/12 Version 11 updates the Transmission Service Requests During Reservation Window chart in F.2 with the addition of the F-Hourly Loss Return product.
Version 10	03/06/12 Version 10 updates the address and phone number for submitting a check in A.7.b.i and B.4.b charts and changes "wire transfer" to "electronic transfer" in the A.7.b.i chart.
Version 9	02/22/12 Requesting Transmission Service, Version 9, Business Practice adds clarification for the F-Yearly Firm product reserved in monthly increments to support alignment with the billing cycle. Other updates include the addition of reservation timelines for Short-Term Firm Monthly, Weekly, Daily, and Hourly NT Service for the designation of Network Resources on a short-term duration. Version 9 includes the following changes: Section F: Added to F.2 table STF-Monthly NT, STF-Weekly NT, STF-Daily NT and F-Hourly NT. Also, added "and ends 00:00 hours on the first day of the month" to the F-Yearly PTP or F-Yearly NT row under the Duration column
Version 8	09/27/11 Version 8 of this Business Practice changes the transmission service products available within the hour to support intra-hour schedules or emergency schedules.
Version 7	02/09/11 Version 7 includes the following clarifications: • Section 6.3.2 - Clarified how to enter the NEWPOINT into the Source or Sink name field.
Version 6	11/08/10 Version 6 includes the following clarifications: • Section 2.3 - The definition of TSR Deposit was modified to include Conditional Firm Transmission. • Section 4.4.4.3 - A change was made to match section 3.6.2.3.3 • Sections 9.6, 9.9 through 9.12 - These sections have been moved to the Network Integration Transmission Service and deleted in this business practice.
Version 5	5/05/10 Version 5 includes the following update: Section 8, Table - Submission of Transmission Service Requests During Reservation Window: Replaced "up to 20 minutes prior to the start of flow" with "to the end of the operating hour" to correctly reflect the reservation window for the

	NF-Secondary Hourly PTP product.
Version 4	02/15/10 Version 4 includes the following updates: • Step 3.5.2: Added requirement that payments are not considered received until sent to the address listed in section 3. • Step 3.6.2.2.1: Added contact phone number and website for electronic payment instructions and information. • Step 3.6.2.3.2 and step 4.4.4.2: Updated the address for mailing checks. • Step 3.6.2.3.3 and 4.4.4.3: Updated the address for overnight delivery of payments and added the requirement that air bills and contents of packages need to include the file number 301507. • Step 6.5.4.2: Added language to parallel the new language in step 3.9 of the Conditional Firm Transmission Service Business Practice.
Version 3	12/01/09 This version adds references to 1) Hourly <b>Non-Firm Secondary</b> <sup>1</sup> service, which coincides with the elimination of Sheltering, and 2) Intra-Hour Non-Firm service.
Version 2	11/01/09 Version 2 of this business practice implements, in section 4, the following Federal Energy Regulatory Commission (FERC) approved Open Access Transmission Tariff (OATT) provision changes impacting both PTP and NT customers: • Transmission Service Request (TSR) deposits must be placed with BPA or into an escrow account • TSR deposits made with BPA will not earn interest • A non-refundable processing fee of \$2500 must be provided for each eligible TSR.
Version 1	4/10/09 The Requesting Transmission Service Business Practice is the result of separating the Reservation and Scheduling Procedures Business Practice into two new business practices: Requesting Transmission Service and Scheduling Transmission Service. In addition, the Requesting Transmission Service Business Practice incorporates the following bulletins: • CBPI Bulletin 6: Transmission Products Reservation Timelines, Version 6 • CBPI Bulletin 7: OASIS Service Type Pricing, V2 • CBPI Bulletin 16: Reserving and Scheduling Reliability Reduction, V3-Clean • CBPI Bulletin 19: Processing of LTF PTP Transmission Requests with OASIS Implementation, Version 7 • CBPI Bulletin 22: Submitting & Processing Short-Term Firm Requests, Version 3 • CBPI Bulletin 24: Submitting and Processing Hourly Requests, Version 2 • CBPI Bulletin 27: Processing NT Integration Applications, Version 3 • CBPI Bulletin 28: OASIS Validation Rules • CBPI Bulletin 32: Phase 2 WestTrans OASIS Interim Reservation Timelines • Bulletin: Reservation and Scheduling for Emergency Energy Delivery (Section 2 Reserving Capacity for Emergency Energy Delivery) • Bulletin: Short-Term Firm Product Minimum Lead Time Changes • Bulletin: NEWPOINT Designation and Conformance

<sup>1</sup>NERC Priority 1 Hourly Non-Firm Point-to-Point (PTP) Transmission Service.