HYDROPOWER

FILING GUIDE

Snoqualmie Falls Project, WA

FEDERAL ENERGY REGULATORY COMMISSION

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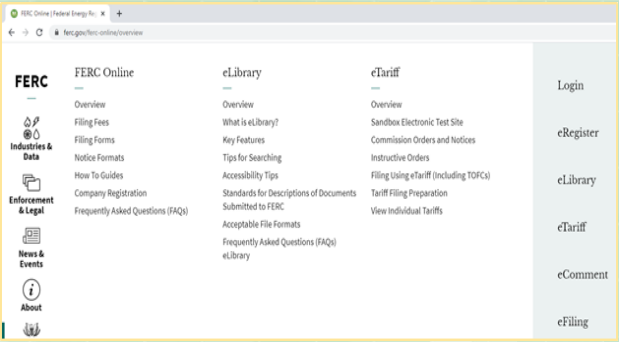
Getting Started

You have spent a lot of time and effort preparing your document- getting it to the Commission should be easy. This guide is designed to take the guess work out of the filing process and help you submit your hydropower documents with ease.



Create Your Account

All filings related to hydropower projects should be filed electronically using the Commission's eFiling system unless otherwise directed in a letter or order issued by the Commission.

To eFile, you must first eRegister by going to https://ferconline.ferc.gov/eRegistration.aspx. Once registered you may eFile at: https://ferconline.ferc.gov/eFiling.aspx

Tip

Use your eRegistration account to access other helpful systems including eService & eSubscription. All parties to a proceeding (applicants and intervenors) must be eRegistered and will receive service of Commission documents electronically.

Choose the Correct Filing Type

Choosing the correct Filing Type helps the Commission route your filing to appropriate staff in a timely manner. For all Dam Safety Documents, select Hydro: Regional Office and the regional office that corresponds to your project. For all other documents, choose the menu option that best fits your filing.

Include Project Numbers

For existing Projects, the front page of all filings must include the Project number(s) (i.e. P-12345) to which the filing pertains. Applications for new Projects and Preliminary Permits will be assigned new Project numbers at the time of filing.

If your filing pertains to more than one Project, search and add all relevant Project numbers on the "Select Docket" screen in eFiling.

Don't forget the subdocket

The subdocket is the three-digit number after the Project number (P-12345-678) and helps identify and group documents that pertain to a specific proceeding. You can find the subdocket of an ongoing proceeding on prior issuances in the same proceeding. Choose the subdocket that pertains to your filing when eFiling. New plans, amendment applications, or license applications should be filed under the "root" docket P-12345-000 and will be assigned a new subdocket. All dam safety documents should be filed under the root docket.

How do I file Exhibit Drawings and GIS Data?

Specific instructions for filing exhibit drawings and GIS data are included in Commission Orders that require the filing of this information. Additional information can be found here: https://www.ferc.gov/sites/default/files/2020-04/drawings-guide.pdf.

Skagit River Project- Diablo Dam, WA

How do I file CEII and Privileged Material?

CEII or Privileged material must be filed under the corresponding security classification tab in eFiling. Documents must be clearly marked with the applicable designation in bold font on the front page and each subsequent page. Each submission must include at least one public document which contains all of the public content of the filing with the CEII or Privileged material redacted or removed. Upload the public file under the 'Public' tab in eFiling.

Do I ever need to provide paper copies?

While all hydropower documents should be filed electronically, you must also send paper copies of the documents listed below to the appropriate office as indicated. These paper copies must be exact duplicates of the eFiled document(s). Please place a coversheet on the paper copies indicating that the filing has been made electronically.

Send two paper copies of the following filings:

- Applications for Original, New, or Subsequent license under 18 CFR § 4.41, 4.51, 4.61, 5.17, 5.18
- Applications for Exemptions of 10MW or less under § 4.107
- Amendments to license applications under § 5.27
- All Pre-Application Documents (PADs) under § 5.6

If sending via the U.S. Postal Service send to:

Federal Energy Regulatory Commission
Office of Energy Projects, RM 61-02
888 First Street, N.E.
WASHINGTON DC 20426

If sending via any other carrier send to:

Federal Energy Regulatory Commission
Office of Energy Projects, RM 61-02
12225 Wilkins Avenue
ROCKVILLE MD 20852

Most filings do not require paper copies. If your filing isn't one of the 16 types listed here, just eFile it and you are done!

Send two paper copies of the following Dam Safety documents:

- Report of Modifications to Project or Project Works under 18 CFR § 12.11
- All filings pertaining to Emergency Action Plans under § 12.20-12.25
- Part 12D Independent Consultant Safety Inspection Report and supplements under § 12.37 including STID originals and updates
- Plan for Corrective Measures under § 12.39(a)
- Spillway Gate Test Report under § 12.44
- All Plans and Specs, QCIP, TEAP
- Dam Break Analyses
- Design Reports
- Hazard Potential Studies
- IDF/PMF Studies
- Instrumentation Monitoring Plan
- DSSMP and DSSMR

To:

The REGIONAL OFFICE that corresponds to your project (addresses are listed in the next column).

Be sure to choose the correct Regional Office when eFiling Dam Safety documents. Check the map in the next column.

Office of Energy Projects

Regional Office Addresses

Federal Energy Regulatory Commission
ATLANTA Regional Office
3700 Crestwood Pkwy NW, 9th Flr
Duluth, GA 30096

Federal Energy Regulatory Commission
CHICAGO Regional Office
230 South Dearborn St, Rm 3130
Chicago, IL 60604

Federal Energy Regulatory Commission
NEW YORK Regional Office
19 West 34th St, Ste 400
New York, NY 10001-3006

Federal Energy Regulatory Commission
PORTLAND Regional Office
805 SW Broadway, Ste 550
Portland, OR 97205

Federal Energy Regulatory Commission
SAN FRANCISCO Regional Office
100 First Street, Ste 2300
San Francisco, CA 94105

For Assistance

For technical issues pertaining to using our eFiling system please contact the Commission's Help Desk by emailing FERCOnlineSupport@ferc.gov or by calling 866-208-3676. The Help Desk is available Monday-Friday from 8:30AM-5:00PM Eastern.

For any other questions regarding the information contained in this document, please contact the Office of Energy Projects at 202-502-8700.

If you don't have internet access, please mail one copy of your filing to the appropriate address on page five of this brochure. If filing via hard-copy, every filing of CEII or Privileged material must also contain a public document. In addition, you must send courtesy copies of those items listed on the previous pages to the appropriate office.

Brookfield Smoky Mountain Project- Cheoah Dam, NC

Additional information regarding filings is available on the Commission's website at https://www.ferc.gov/ferc-online/overview

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