

Conventions for e-Filing Energy Facility Permit Compliance Filings on Behalf of the Permittee

Call Cynthia Kahrman, Energy Facility Permitting Compliance Coordinator, at 651-296-9655 if you have questions about using these conventions in order to e-file your permit compliance e- filing. Or email cynthia.kahrman@state.mn.us

DETAILED INSTRUCTIONS: <http://www.commerce.state.mn.us/eDocFile/eFilingHelp.html>

What is e-Filed	Docket Type	Document Type to Use	Use of the Additional Information Field	Permit Condition Number Instructions	Notes
<p>Any Compliance Filing in the Permit Appendix “Minnesota Public Utilities Commission Compliance Filing Procedures for Permitted Energy Facilities” or other permit required submittal, if the document is not in the table.</p> <p>Must be in PDF or Excel format.</p>	<p>Transmission Line</p> <p>Natural Gas Pipeline</p> <p>Petroleum Pipeline</p> <p>Power Plant Siting – Non-Wind, Non-Nuclear</p> <p>Wind Power Plant Siting</p> <p>Minor Change to Transmission Facilities</p>	<p>Compliance Filing</p>	<p>First, use the term in the Description Field in the attached table. This will help you and others to find the document later. If the document is not in the table, use a short descriptor.</p> <p>If this is a partial document, for example, for only a segment of the route and not for the entire route, add the two end points or otherwise describe this part.</p> <p>Add Part 1 of 3 (or similar) depending on how many logical sections the compliance filing has been split into.</p> <p>One of the parts can be the cover letter for the compliance filing. For ease of tracking, use Document Type = Compliance Filing for the cover letter, if it is e-filed separate from the document you are submitting. Make sure to identify it as the document’s cover letter in the Additional Information field.</p>	<p>Energy Facility Permitting staff is developing a compliance tracking system that includes the permit condition number. Instructions for its use will be added to this document.</p>	
<p>See examples and Revised Filings next page.</p>					

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		Compliance Filing	Plan and Profile cover letter, Segment Endpoint to Segment Endpoint, Part 1 of 3	Not yet available	EXAMPLE
		Compliance Filing	Plan and Profile, Segment Endpoint to Segment Endpoint, Part 2 of 3, sheets 1-5	Not yet available	EXAMPLE
		Compliance Filing	Plan and Profile Map Book Attachment, Segment Endpoint to Segment Endpoint, Part 3 of 3, sheets 6-10	Not yet available	EXAMPLE
		Compliance Filing	Complaint Report May 2012	Not yet available	EXAMPLE
Revised Compliance Filings	As above.	Compliance Filing	You may have previously e-filed a document that was later revised. Use the Additional Information field to identify the document as a revision. Number the revision and any subsequent revisions.	Energy Facility Permitting Staff is developing a compliance tracking system that includes the permit condition number. Instructions for its use will be added to this document.	
		Compliance Filing	Plan and Profile Revision 1 cover letter, Name of Substation, Part 1 of 2, sheet 27	Not yet available	EXAMPLE
		Compliance Filing	Plan and Profile Revision 1, Name of Substation, Part 1 of 2, sheet 27	Not yet available	EXAMPLE
		Compliance Filing	Plan and Profile Revision 2 cover letter, Name of Substation, Part 1 of 2, sheet 27	Not yet available	EXAMPLE
		Compliance Filing	Plan and Profile Revision 2, Name of Substation, Part 1 of 2, sheet 27	Not yet available	EXAMPLE

E-Docket instructions on next page.

You will find more detailed step-by-step instructions for e-Filing Documents on the Dept. of Commerce e-Dockets web site at <http://www.commerce.state.mn.us/eDocFile/eFilingHelp.html>

Step 1 - Verify User Information

You will be asked to verify your user information and will have the option to update if necessary

Step 2 - Document Information

Enter information about the document.

Step 3 - Select Service Lists

The document(s) you eFile may be served on the members of the service list(s) you select. Parties that have selected the electronic service method will be served via email. You are responsible to serve parties who require paper service.

Step 4 - Select Documents for Upload

You may upload multiple parts of a document or a trade secret version in one submission. There must be at least one public document uploaded in each submission. Maximum allowed File Size is 10MB per document and a maximum of 10 parts of a document can be uploaded in a submission

Step 5 - Document Submission Summary

At this step you review the information for accuracy and may make changes before you choose to submit. You have the option to view the document to ensure the correct version has been selected. Until you choose submit, your documents have not been eFiled.

Step 6 - Submit and Serve Parties

Step 7 - Document Upload Confirmation

This page serves as confirmation of your submission. You should print the page for your records.

Step 8 - Finish - Next Steps

You have completed your submission and may navigate to other options.