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

Call Cynthia Kahrmann, 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.kahrmann@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
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.** Must be in PDF or Excel format.	Transmission Line Natural Gas Pipeline Petroleum Pipeline Power Plant Siting – Non-Wind, Non-Nuclear Wind Power Plant Siting Minor Change to Transmission Facilities	Compliance Filing	**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. If this is a partial document, for example, for only portion of a site plan and not for the entire project, add a few words to describe this part, even if it is only the sheet numbers. Add Part 1 of 3 (or similar) depending on how many logical sections the compliance filing has been split into. **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.	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.	

See examples and Revised Filings next page.					
What is e-Filed	**Docket Type**	**Document Type to Use**	**Use of the Additional Information Field**	**Permit Condition Number Instructions**	**Notes**
		Compliance Filing	Site Plan cover letter, Part 1 of 3	Not yet available	EXAMPLE
		Compliance Filing	Site Plan, Sheets 1-5, Part 2 of 3	Not yet available	EXAMPLE
		Compliance Filing	Site Plan, Map Book Attachment, 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	Site Plan Revision 1 cover letter, Part 1 of 2, for sheet 5	Not yet available	EXAMPLE
		Compliance Filing	Site Plan Revision 1, Part 2 of 2, for sheet 5	Not yet available	EXAMPLE
		Compliance Filing	Site Plan Revision 2 cover letter, Part 1 of 2, for sheet 5	Not yet available	EXAMPLE
		Compliance Filing	Site Plan Revision 2, Part 2 of 2, for sheet 5	Not yet available	EXAMPLE

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

Table of Descriptive Terms for Compliance Filings – Use these terms if the requirement is included in the permit
WIND (LWECS), PRE-CONSTRUCTION MEETING
Description (please do not use hyphens)
Environmental Control and Management Plan
Native Prairie Protection Plan
Site Plan
Field Representative Contact Information
Complaint Reporting Procedures
Biological and Natural Resource Inventories
Shadow Flicker Analysis
Archaeological Resources
Interference Assessment
Wake Loss
Avian and Bat Protection Plan
Eagle Protection Plan (note: not all permits require this)
Road Identification
Soil Erosion and Sediment Control Plan
Emergency Response Plan
Wind Rights
WIND (LWECS), PRE-OPERATION COMPLIANCE MEETING
Noise Study Protocol
Decommissioning Plan
WIND (LWECS), OTHER REQUIREMENTS
Description (do not use any hyphens)
Notice to Landowners and Government Units
Site Manager Contact Information
Complaint Report [month, year]
Noise Study Results
Avian and Bat Reporting
Project Energy Production
Wind Resource Use
Extraordinary Events

CONTINUED, WIND (LWECS), OTHER REQUIREMENTS, Use these terms if the requirement is included in the permit
As Builts
Power Purchase Agreement [or Enforceable Mechanism, if applicable]
Failure to Commence Construction
Abandoned Turbines
Restoration, Post Construction
Site Restoration
Commission Five-Year Review