



# Ontario Energy Board Commission de l'énergie de l'Ontario



## REGULATORY ELECTRONIC SUBMISSION SYSTEM (RESS)

### DOCUMENT GUIDELINES

March 2010

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## INTRODUCTION

The Ontario Energy Board (“OEB” or “the Board”) uses an electronic-based process, the **Regulatory Electronic Submission System (RESS)**, which enables regulated entities and stakeholders to submit, or file, documents online. All applications and submissions related to regulatory matters should follow the guidelines outlined in this document, unless otherwise determined by the Board, for example, by procedural order.

The OEB suite of e-Filing services improves access to the regulatory documents that are available for the public to view. The objectives of the RESS are:

- to allow for timely efficient submission and retrieval of documents via the web;
- to enable the use of electronic documents during a hearing

To meet these objectives this reference document provides guidance for the preparation and submission of documents to RESS.

RESS supports all Board-related applications and related documents that are submitted by an applicant and all participants in an OEB matter, such as:

- applications (except for licences)
- the interrogatory process, including the submission of interrogatory requests (IRs) and responses (IRRs) by registered parties
- submission of exhibits, arguments in chief, supplementary evidence, reply arguments, and other hearing-related documentation where applicable
- exhibits and undertakings filed and accepted at an oral hearing
- comments filed in response to a consultation process

In order to file using RESS, a valid user identification (user ID) and password must be obtained from the OEB. All intervenors intending to participate in an OEB proceeding must first [obtain a RESS User ID](#) by applying for access through the OEB website, [www.ontarioenergyboard.ca](http://www.ontarioenergyboard.ca), on the [e-Filing Services page](#), then sending the RESS User ID Request form via email to [boardsec@ontarioenergyboard.ca](mailto:boardsec@ontarioenergyboard.ca). This is necessary only once – the same registration may be used if the party has intervenor status in other Board proceedings.

Letters of comment submitted by persons who are likely to participate in only one proceeding and who therefore do not require a user ID, should be submitted via email to the Board Secretary at [boardsec@ontarioenergyboard.ca](mailto:boardsec@ontarioenergyboard.ca) or by hard copy. Letters of Comment will be brought to the attention of the Board in the course of the proceeding.

## OVERVIEW

This document covers the basics on how to submit a document, standards for the document, conventions for naming files, and provides guidelines for the submission of electronic documents into the Regulatory Electronic Submission System (RESS) by applicants, intervenors, and other participants in hearings and consultations. Its scope does not include retrieval of documents using the OEB [Regulatory Document Search](#) (RDS), filing of Regulatory Record-Keeping Requirements (RRR), nor outbound documents issued by the OEB. Although most of these guidelines apply to both oral and written proceedings, some do apply only to oral proceedings and are duly noted.

**NOTE:** In order to adhere to the RESS guidelines, the portable document format (PDF) software, Adobe Professional Version 7 – or higher, is required to create searchable PDF documents. In addition, the type of PDF file created should be a PDF/A file (file format for the long-term archiving of electronic documents). For more information on PDF file creation, please refer to the **RESS Quick Visual Guide** available on the e-Filing Services page of the Board’s website.

## SUPPORT

RESS users are encouraged to read through these Guidelines to get detailed instructions on document preparation for RESS. If additional assistance is required, please refer to the following resources:

- Contact the Board Secretary Office at [boardsec@ontarioenergyboard.ca](mailto:boardsec@ontarioenergyboard.ca) for **general queries** relating to the guidelines;
- Send a completed RESS User ID [request](#) form for activation to the Board Secretary Office at [boardsec@ontarioenergyboard.ca](mailto:boardsec@ontarioenergyboard.ca), or to notify the Board of any ID or password changes, including the deactivation of accounts;

- For technical questions relating to the guidelines or the RESS portal, contact the OEB IT team at [ithelp@ontarioenergyboard.ca](mailto:ithelp@ontarioenergyboard.ca).



## HOW TO SUBMIT A DOCUMENT TO THE BOARD

Item	Description	Guidelines for Submitting Documents
1.	<b><i>Logon Requirements for RESS</i></b>	First time users must obtain user ID and password following instructions on the OEB e-Filing Services website.
2.	<b><i>Complete ‘Submit an Application’ Page or ‘Submit Other Documents’ Page</i></b>	<p>Click on the <a href="#">Regulatory Electronic Submission System</a> (RESS) link found on the OEB e-Filing Services web page:</p> <p><b>Submit a new application:</b></p> <p>The following information is Mandatory:</p> <ul style="list-style-type: none"> <li>• Name of applicant/organization</li> <li>• Contact name/Contact number/Contact email</li> <li>• Energy type (e.g. electricity, gas, generic)</li> <li>• Application type (e.g. facilities, rates, QRAM)</li> </ul> <p><b>Submit other documents for applicant or intervenor:</b></p> <ul style="list-style-type: none"> <li>• Name of applicant (whose case it is)</li> <li>• Case number</li> <li>• Organization name that is submitting the document</li> <li>• Contact name of person submitting the document on behalf of the organization</li> <li>• Contact number/contact email</li> <li>• Indicator of applicant or intervenor</li> <li>• Document description</li> </ul> <p>If the document is not self-explanatory or self-contained, please include a cover letter as part of the submission.</p> <p>In the application description field (open text field), please provide a brief synopsis of the submission that would be helpful in classifying this document or understanding your menu selections in the mandatory fields above. <b>NOTE:</b> information in this field is not retained as part of the record of a proceeding.</p>

Item	Description	Guidelines for Submitting Documents
		<p>Submitters can do the following:</p> <ul style="list-style-type: none"> <li>• Upload (attach) single and multiple documents to the RESS submission page. If submitting multiple attachments in a RESS session, it is recommended to submit the large PDF files (larger than 35 MB) in a separate RESS submission to help ensure the successful delivery of the documents.</li> <li>• If a file exceeds 35 MB, submit it in sections following the above-listed recommendation.</li> <li>• Use the browse button to upload documents – a similar process to how documents are attached using email.</li> </ul>
3.	<b><i>Filing Timelines</i></b>	<ul style="list-style-type: none"> <li>• Follow the filing requirements in the Board’s procedural order.</li> <li>• ‘Today’s date’ is recorded on all filings completed online by 4:45PM</li> <li>• Hard (paper) copies should be sent on the same date that online filing is completed</li> </ul>
4.	<b><i>Electronic Document Submission</i></b>	<ul style="list-style-type: none"> <li>• Submit through the Board’s <a href="#">RESS web portal</a>. The link to RESS can be found on the <a href="#">e-Filing Services page</a> of the Board’s web site. NOTE: It is recommended that users bookmark the RESS web portal page.</li> <li>• Convert documents to a searchable PDF format from the original software used (e.g. Word, Excel, etc.).</li> <li>• Only scan documents that do not have electronic equivalents (e.g., historic hard copies and maps). Use an Optical Character Recognition (OCR) scanner whenever possible (rather than an image-only scanner).</li> <li>• Confidential documents must be submitted to the Board only as hard copies, unless otherwise directed.</li> </ul>
5.	<b><i>Paper Copies</i></b>	<p>Unless otherwise specified:</p> <ul style="list-style-type: none"> <li>• Two hard copies of all documents filed through RESS are also required. Send these to Board on same date as RESS submission.</li> <li>• For revised versions of documents that are resubmitted into RESS, only the revised pages need to be resent in paper copies to the Board, instead of the entire document.</li> </ul> <p>Submit hard copies to the following address:</p>

Item	Description	Guidelines for Submitting Documents
		Board Secretary Ontario Energy Board P.O. Box 2319, 27th Floor 2300 Yonge St. Toronto, ON M4P 1E4
<b>Special Circumstances</b>		
6.	<b><i>Licence – Application for New Licence</i></b>	New licence applications, or renewals, must be submitted as hard copies only.
7.	<b><i>Deadline for Consolidated File and Evidence Prior to an Oral Hearing</i></b>	Applicants must ensure that all updated documents are submitted at least three days prior to the oral hearing once the hearing date is known, including the consolidated electronic document.
8.	<b><i>Intervenor Status and Passwords for RESS</i></b>	Intervenor status is granted by the Board within the proceeding. <ul style="list-style-type: none"> <li>• A user ID and password from a previous case may be used to submit an intervention request letter through RESS.</li> <li>• Intervenors should notify the Board of any staff changes in order to add or delete user IDs and passwords and to ensure Board records are updated in a timely manner.</li> <li>• A confirmation email with a user ID and a password will be sent to the organization’s requester.</li> <li>• An individual may intervene via email at <a href="mailto:boardsec@ontarioenergyboard.ca">boardsec@ontarioenergyboard.ca</a> or by hard copy communication to the following address:</li> </ul> <p style="margin-left: 40px;">Board Secretary            Ontario Energy Board            P.O. Box 2319, 27th Floor            2300 Yonge St.            Toronto ON M4P 1E4</p>
9.	<b><i>Oversized Documents – Larger than 11” x 17”</i></b>	The maximum paper size that the OEB can print from an electronic file is 11”X17” (27.9 cm X 43.18 cm). If the document is a large size, provide seven (7) paper copies of the document, or as specified by the OEB.  Insert a placeholder page with its name in the PDF document to indicate that there is an oversized paper copy document.

Item	Description	Guidelines for Submitting Documents
10.	<b>Confidential Documents</b>	<p>The Board's Practice Direction on Confidential Filings must be followed, unless otherwise directed:</p> <ul style="list-style-type: none"> <li>• File confidential documents only as a hard copy with a request for confidentiality in accordance with the Board's <a href="#">Practice Direction on Confidential Filings</a>, available on the OEB website.</li> <li>• Provide a letter explaining your request for confidentiality.</li> </ul> <p>The Board may require filing in RESS once it has made a determination on confidentiality.</p>
11.	<b>Submitting Electronic Documents where Part of the Document is Available Only in Hard (Paper) Copy</b>	<p>For the following documents: historical documents that do not have electronic equivalents, documents that must be displayed with signatures, large maps, confidential material and licence applications:</p> <ul style="list-style-type: none"> <li>• Submit the required number of hard copies as specified by the Board on the given matter</li> <li>• Submit a cover letter explaining the basis of the paper copy material to RESS</li> <li>• Create a placeholder within the electronic document with reference to the paper copy holding the missing documentation</li> </ul> <p>Paper documentation is filed with the Board Secretary Office and should be sent to the following address:</p> <p style="text-align: center;">Board Secretary Ontario Energy Board P.O. Box 2319, 27th Floor 2300 Yonge St. Toronto ON M4P 1E4</p>
12.	<b>Documents Larger than 35 MB – Final Application Version Submitted</b>	<p>For documents submitted via RESS, each attachment must be less than 35 MB.</p> <p>Sectioning of large files - Submitters should divide large documents into logical sections. Refer to Section on 'File Naming Conventions' for guidance.</p> <p>Submit the sectioned document through RESS and provide a consolidated copy on CD. Follow the naming conventions in accordance with the guidelines.</p> <p>If the entire application is larger than 35 MB, then one PDF file should be sent to the Board preferably on one CD, or if a second CD is necessary, the naming convention should reflect</p>

Item	Description	Guidelines for Submitting Documents
		<p>different volumes of the application on the separate CDs.</p> <p>Sample of the first volume contained on a CD: EGD_APPL_Vol_1_20090320.pdf</p>
13.	<b>Sectioning of Large Files (over 35 MB)</b>	Each of these sections would be created from the compilation of numerous smaller PDF files that automatically turn into bookmarks during the Adobe creation process to become a large PDF document.
14.	<b>Document Revisions</b>	<ul style="list-style-type: none"> <li>• Revised documents should be submitted in searchable, unrestricted PDF format. Refer to the guide on the e-Filing Services web page called the “<i>RESS Quick Visual Guide</i>”</li> <li>• Two paper copies of revisions should also be submitted.</li> <li>• Adobe Acrobat Professional version 7 or higher makes it easy to replace an inserted bookmark in a PDF file for revised documents.</li> <li>• For large documents, revisions to the application or supporting evidence will require re-submission of the document or its section into RESS with a separate cover letter and a separate, extracted Table of Contents (TOC). These should be kept together when submitting into RESS.</li> <li>• For smaller Consolidated Files or other document types, the above applies with the exception that the cover letter must be part of the document, as well as the updated TOC if applicable.</li> <li>• The document file name should remain the same except for the date.</li> <li>• Revise any TOC with a “/u1” adjacent to the TOC item that was modified. Use “/u2” for a second revision, “/u3” for a third, etc. (NOTE: /u = update)</li> <li>• For large documents, the TOC is submitted as a separate PDF document extracted from the main document/application.</li> </ul> <p>Examples follow in these Guidelines.</p>
15.	<b>Pre-filed Evidence Bookmarks for Large Files</b>	Large documents must be bookmarked. A large, consolidated PDF file can be created from multiple smaller PDF files. Follow the naming conventions for bookmarks in section on ‘Document File Naming Conventions’. Refer also to the document, <i>RESS Quick Visual Guide</i> for PDF file creation instructions.

## DOCUMENT FORMATS

Item	Description	Guidelines for Document Formats
1.	<p><b>Searchable, Unrestricted PDF Files</b></p> <p><i>How do I create this type of file?</i></p>	<p>Most scanners can create searchable PDF documents from hard copies using the Optical Character Recognition (OCR) function available on most of these devices. However, some of these scanners create <i>image-only</i>, non-searchable PDF files as a default setting.</p> <p>By using the OCR function, Adobe Acrobat can add an invisible layer of searchable text while maintaining the original appearance of the document. The resulting <b>searchable</b> file is referred to as an <i>image+text</i> PDF.</p> <p>An <b>unrestricted PDF</b> is created by setting document security settings appropriately (i.e. <i>No Password Protection</i> applied to the document). For more information, refer to the <i>RESS Quick Visual Guide</i> document, available on the OEB website through in the e-Filing Services section.</p> <p>Create documents in original software such as Word, JPEG, Tiff, etc., and then convert them into a PDF in order to protect the integrity of the document.</p> <p>Please note: Excel files should be converted to PDF, unless otherwise directed by the Board.</p>
2.	<p><b>Header for Evidence/ Exhibits submitted prior to Hearing</b></p>	<p>The header must include: Date “Filed” or “Updated”, Case Number, Description/Exhibit (Letter, Tab Number, Schedule Number), Page x of y. See sample below:</p> <p>Filed: 2006-02-20 (yyyymmdd)            EB-2006-0034            Exhibit I            Tab 18            Schedule 1            Page 1 of 3</p> <p>No footer information is required.</p> <p>Updates must include the following information in the header:            Updated: 2006-02-28 (yyyymmdd)            EB-2006-0034            Exhibit I            Tab 18            Schedule 1            Page 1 of 3</p>

Item	Description	Guidelines for Document Formats
3.	<b><i>Preferred Header Format for Documents Other Than Exhibits</i></b>	<p>Optional: Where there are no exhibit numbers assigned, documents may also use the same format as outlined in 2. Above.</p> <p>Filed: 2006-02-20 (yyyymmdd)  EB-2006-0034  SEC Interrogatory Responses  Page 1 of 3</p>
4.	<b><i>Consolidated Document and Pre-filed Evidence Prior to an Oral Hearing</i></b>	<p>The applicant must consolidate all hearing-related documents, including application, applicant evidence, interrogatories and interrogatory responses, intervenor evidence, responses to interrogatories on intervenor evidence, responses to supplementary interrogatories, and settlement proposals into one single PDF document prior to an oral hearing.</p> <ul style="list-style-type: none"> <li>• Submit documentation and revisions by sections, each smaller than 35 MB (e.g., Exhibit A, Exhibit B, etc.).</li> </ul> <p>The Board may request other parties to consolidate their documents as well.</p>
5.	<b><i>Material Filed During the Oral Hearing</i></b>	<p>Once the final pre-hearing application and evidence is uploaded onto RESS any new material should be filed at the hearing. This can include updated evidence, responses to undertakings, and new exhibits.</p> <p>The party must provide a sufficient number of paper copies for all parties at the hearing. If accepted by the hearing panel, an exhibit number or undertaking will be given.</p>

## DOCUMENT FILE NAMING CONVENTIONS

The file submitter is responsible for naming the electronic document using the RESS naming conventions. This name becomes the filename used for searching.

Item	Description	Guidelines for Document File Naming Conventions
1.	<b>Date Format</b>	<p>All file names require a date format as <code>yyyymmdd</code>. This is the date of the document.</p> <p>Example: 20090201. This represents Feb. 01, 2009.</p> <p><b>Date on documents must be fixed dates (not automatically reset to current date).</b></p>
2.	<b>Document Properties</b>	<b>Ensure that the document properties for submitted word, PDF, excel files are left blank.</b>
3.	<b>Revisions</b>	<p>Any revisions or updates to material previously submitted should have the same name as the original submitted material, with a new date.</p> <p>Sample: <code>NRG_APPL_QRAM_20090125.pdf</code>            Revised submitted document as <code>NRG_APPL_QRAM_20090228.pdf</code></p>
4.	<p><b>Application</b>            (e.g. franchise, certificates, licences, QRAM, IRM)</p>	<p>When the complete document size is less than 35 MB, use the following nomenclature:</p> <p>Example format: <code>&lt;from org&gt;_APPL_Doc Type_yyyyymmdd. pdf</code>            “from org” is the applicant.</p> <p>Sample: <code>NRG_APPL_QRAM_yyyyymmdd.pdf</code>            Natural Resource Gas submits an application and its associated evidence.</p> <p>Bookmarks and Table of Contents may be helpful for applications that have several sections.            A cover letter should be part of application as the first page.            All cover letters should be part of the complete PDF application with the most recent letter found first.</p>
5.	<b>Large Application – dividing into sections</b>	<p>When the size of the complete application is larger than 35 MB or large enough to warrant bookmarked sections, use the following convention:</p> <p>Example format: <code>&lt;from org&gt;_Ex X_Section Name_yyyyymmdd.pdf</code></p>



Item	Description	Guidelines for Document File Naming Conventions
		<p>Large applications need to be submitted in sections as follows:  EGD_Ex A_Administration_yyyymmdd.pdf  EGD_Ex B_Cost of Capital_yyyymmdd.pdf</p> <p><b>An Exhibit filed under each section should be bookmarked as follows:</b>  Example format: Exhibit letter/number Tab#-Schedule#_Description  A description is needed only when there is a revision, Appendix or attachment.</p> <p>Sample: A1-2-1_Appendix B  B1-3-2_Attachment  C2-3-1_corrected 20090302</p> <p>As a section is revised, it must be re-submitted into RESS with a new date.</p> <p>The following are sample exhibit sections that can be submitted as bookmarks when they are consolidated as one large document for the final pre-hearing submission:  Ex A_Administration  Ex B_Cost of Capital  Ex C_Cost of Service  Ex D_Rate Base  Ex E_Revenue Requirement  Ex F_Regulatory Assets  Ex G_Cost Allocation  Ex H_Rate Design</p> <p>More exhibit sections are added for an oral hearing listed in item 8.</p>
6.	<b>Sections of Large Application</b>	<p>Each PDF exhibit submission into RESS must be less than 35 MB. If larger than this, submit the exhibit in separately named volumes as follows:  Example format: &lt;from org&gt;_Ex X_Description_Vol X_yyyymmdd.pdf</p> <p>Sample: EGD_Ex A_Administration_Vol 1_yyyymmdd.pdf  EGD_Ex A_Administration_Vol 2_yyyymmdd.pdf</p> <p>Enbridge submits volume 1 and volume 2 of Exhibit A.</p>

Item	Description	Guidelines for Document File Naming Conventions
7.	<p>Sections of Large Application – consolidated file for Oral Hearings Only</p> <p><b>NOTE: A complete record (application and evidence) is to be submitted three days prior to Oral Hearing for convenience of retrieval during the Hearing.</b></p>	<p>The following is an example of a consolidated PDF file submitted in bookmarked sections: &lt;from org&gt;_APPL_yyyymmdd.pdf</p> <p>This must include bookmarked sections without repetition of &lt;from org&gt; or the date.</p> <p><b>For Oral Hearing</b>  Ex I_Interrogatory Responses by Applicant *  Ex J_Undertakings (mandatory exhibit lettering) Completed during hearing  Ex K_Exhibits filed for Hearing (mandatory exhibit lettering) Completed during hearing  Ex L_Intervenor Evidence  Ex M_Interrogatory Responses on Intervenor Evidence *  Ex N_Settlement Proposal</p> <p>* Interrogatory responses include supplementary responses.</p> <p>If you have any questions regarding this item, please contact the Board Secretary Office at <a href="mailto:boardsec@ontarioenergyboard.ca">boardsec@ontarioenergyboard.ca</a>.</p>
8.	<b>Cover Letter</b>	Cover letters should be integrated with the consolidated PDF document. Exceptions are noted below.
9.	<b>Cover Letter for Revisions of Submitted Sections of a Large Application</b>	<p>The cover letter retains its original name with a date change.</p> <p>Sample: EGD_APPL_CovLtr_yyyymmdd.pdf</p> <p>Enbridge submits a cover letter describing its revisions to its application:</p>
10.	<b>Table of Contents for Revisions (Large Application)</b>	<p>The table of contents must be submitted as a separate PDF file when separate PDF sections are submitted. This is in addition to having the table of contents as part of the first section of the application.</p> <p>Example format: &lt;from org&gt;_TOC_yyyymmdd.pdf</p> <p>Sample: EGD_TOC_yyyymmdd.pdf</p> <p>Enbridge submits a revised TOC extracted from its original document.</p> <p>The TOC must reflect changes made by indicating - adjacent to the content line - items that have been revised with /u1 for a first revision, /u2 for a second revision, etc.</p>

Item	Description	Guidelines for Document File Naming Conventions
11.	<b><i>Affidavit of Service</i></b>	<p>Example format: &lt;from org&gt;_Affidavit_yyyymmdd.pdf</p> <p>“from org” is the organization submitting an Affidavit of Service or Publication. “yyymmdd” is the date that the Affidavit is dated.</p> <p>Sample: EGD_Affidavit_yyyymmdd Enbridge Gas Distribution submits an Affidavit of Service or Publication.</p>
12.	<b><i>Intervention Request Letter</i></b>	<p>Those without a user ID may submit this document via email instead of the RESS web portal.</p> <p>Example format: &lt;from org&gt;_IntrvREQ_yyyymmdd</p> <p>“from org” is the organization that is submitting the letter. “yyymmdd” is the date that the Intervention Request Letter is dated.</p> <p>Sample: EProbe_IntrvREQ_yyyymmdd Energy Probe Research Foundation submits intervention request letter.</p>
13.	<b><i>Cost Eligibility Request</i></b>	<p>Example format: &lt;from org&gt;_CostREQ_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a Cost Eligibility Request “yyymmdd” is the date that the Cost Eligibility Request is dated.</p> <p>Sample: SEC_CostREQ_yyyymmdd.pdf School Energy Coalition submits a Cost Eligibility Request</p>
14.	<b><i>Cost Eligibility Objection</i></b>	<p>Example format: &lt;from org&gt;_CostObj_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a Cost Eligibility Request “yyymmdd” is the date that the Cost Eligibility Objection is dated.</p> <p>Sample: EGD_CostObj_yyyymmdd.pdf Enbridge Gas Distribution submits a Cost Eligibility Objection</p>
15.	<b><i>Cost Eligibility Reply</i></b>	<p>Example format: &lt;from org&gt;_CostReply_yyyymmdd.pdf</p>

Item	Description	Guidelines for Document File Naming Conventions
		<p>“from org” is the organization submitting a Cost Eligibility Reply to an objection.  “yyyymmdd” is the date that the Cost Eligibility Reply is dated.</p> <p>Sample: SEC_CostReply_yyyyymmdd.pdf  School Energy Coalition submits a Cost Eligibility Reply</p>
16.	<b>Observer Request Letter</b>	<p>Those submitting an observer request letter may not have a logon user ID or password set up for them for RESS submission. In those circumstances submit this document by email or regular mail. The following format should be used for the observer request letter when filed as an attachment within an email.</p> <p>Example format: &lt;from org&gt;_ObsvrREQ_yyyyymmdd</p> <p>“from org” is the organization or person requesting to be an observer.  “yyyymmdd” is the date that the Observer Letter Request is dated.</p> <p>Sample: JohnDoe_ObsvrREQ_yyyyymmdd  Mr. Doe submits observer request letter.</p>
17.	<b>Letter of Comment</b>	<p>Those submitting a letter of comment may not have a logon user ID or password set up for them for RESS submission. In those circumstances submit this document by email or regular mail. The following format may be used for the letter of comment if emailed.</p> <p>Example format: &lt;from org&gt;_LtrComment_yyyyymmdd</p> <p>“from org” is the organization or person requesting a comment.  “yyyymmdd” is the date that the letter of Letter of Comment is dated.</p> <p>Sample: JohnDoe_LtrComment_yyyyymmdd  Mr. Doe submits letter of comment.</p>

Item	Description	Guidelines for Document File Naming Conventions
18.	<b>Settlement Proposal</b>	<p>Example format: &lt;from org&gt;_SettlementP_yyyymmdd.pdf</p> <p>“from org” is the applicant who is submitting the settlement proposal. “yyyymmdd” is the date that the settlement Proposal is dated.</p> <p>Sample: EGD_SettlementP_yyyymmdd.pdf Enbridge Gas Distribution submits settlement proposal.</p> <p>If there is an oral hearing, the settlement proposal should also be included as a bookmarked section in the consolidated PDF document as follows:</p> <p>Bookmark Sample: Ex N_Settlement Proposal</p>
19.	<b>Intervenor Evidence</b>	<p>Each set of evidence from an intervenor must be submitted as one PDF document.</p> <p>Example format: &lt;from org&gt;_EVD_yyyymmdd.pdf</p> <p>“from org” is the organization providing evidence. “yyyymmdd” is the date that the Evidence is dated.</p> <p>Sample: SEC_EVD_yyyymmdd.pdf School Energy Coalition submits evidence.</p>
20.	<p><b>Intervenor Evidence (as Part of Consolidated File Record)</b></p> <p>(Submitted by applicant 3 days prior to oral hearing)</p>	<p>When submitting a Consolidated File, an applicant must submit intervenor evidence as a bookmarked section with the following nomenclature:</p> <p>Sample of Bookmarked Section Name: Ex L_Intervenor Evidence</p> <p>Evidence within this section should be bookmarked according to the organization submitting the evidence.</p> <p>Sample Bookmark: Tab# &lt;org&gt;, where &lt;org&gt; is the organization presenting evidence.</p> <p>1 CCC 2 OAPPA 3 EProbe</p>

Item	Description	Guidelines for Document File Naming Conventions
21.	<b><i>Interrogatories to Applicant</i></b>	<p>Each set of interrogatories from an organization must be submitted as one document.</p> <p>Example format: &lt;from org&gt;_IR_&lt;to org&gt;_yyyymmdd.pdf</p> <p>“from org” is the organization asking a question.  “to org” is applicant responding to the question.  “yyyymmdd” is the date the Interrogatory is dated.</p> <p>Sample: CCC_IR_EGD_yyyyymmdd  Consumers Council of Canada submits an interrogatory to the applicant Enbridge.</p>
22.	<b><i>Interrogatory Responses From Applicant</i></b>	<p>Submit each set of interrogatory responses to an organization as one document. Begin each response on a new page. The response should include the initial interrogatory.</p> <p>Example format: &lt;from org&gt;_IRR_&lt;to org&gt;_yyyymmdd.pdf</p> <p>“from org” is the applicant responding to a question.  “to org” is the organization that asked the question.  “yyyymmdd” is the date that the Interrogatory Response is dated.</p> <p>Sample: EGD_IRR_CCC_yyyyymmdd  Enbridge is the applicant who submits a response to Consumers Council of Canada’s Interrogatories.</p>
23.	<b><i>Interrogatories on Intervenor Evidence</i></b>	<p>Submit each set of interrogatories to an organization as one document.</p> <p>Example format: &lt;from org&gt;_IR_EVD_&lt;to org&gt;_yyyymmdd.pdf</p> <p>“from org” is the organization asking an interrogatory.  “to org” is the organization being asked the interrogatory.  “yyyymmdd” is the date that the Interrogatory is dated.</p> <p>Sample: CCC_IR_EVD_SEC_yyyyymmdd  Consumers Council of Canada submits an Interrogatory on evidence of School Energy Coalition</p>
24.	<b><i>Responses to Interrogatories on Intervenor Evidence</i></b>	<p>Submit each set of interrogatory responses to an organization as one document. Begin each response on a new page. The response should include the initial interrogatory.</p> <p>Example format: &lt;from org&gt;_IRR_EVD_&lt;to org&gt;_yyyymmdd.pdf</p>

Item	Description	Guidelines for Document File Naming Conventions
		<p>“from org” is the organization responding to the question.  “to org” is the organization who asked the question.  “yyyymmdd” is the date that the Interrogatory Response is dated.</p> <p>Sample: SEC_IRR_EVD_CCC_yyyymmdd  School Energy Coalition responds to the interrogatories of Consumers Council of Canada</p>
25.	<b><i>Supplementary Interrogatories to Applicant</i></b>	<p>Submit each set of supplementary interrogatories from an organization as one document.  Example format: &lt;from org&gt;_IR_SUPP_&lt;to org&gt;_ yyyymmdd.pdf</p> <p>“from org” is the organization asking a question.  “to org” is the applicant.  “yyyymmdd” is the date that the Interrogatory is dated.</p> <p>Sample: CCC_IR_SUPP_EGD_yyyymmdd  Consumers Council of Canada submits a supplementary interrogatory to Enbridge Gas Distribution Inc.</p>
26.	<b><i>Response by Applicant to Supplementary Interrogatories</i></b>	<p>Submit each set of supplementary interrogatory responses to an organization as one document.  Begin each response on a new page. The response should include the initial supplementary interrogatory.</p> <p>Example format: &lt;from org&gt;_IRR_SUPP_&lt;to org&gt;_yyyymmdd.pdf</p> <p>“from org” is the applicant.  “to org” is the organization that asked the supplementary interrogatory.  “yyyymmdd” is the date that the response to Supplementary Interrogatory is dated.</p> <p>Sample: EGD_IRR_SUPP_CCC_yyyymmdd  Enbridge submits a response to Consumers Council of Canada supplementary interrogatories.</p>
27.	<b><i>Supplementary Interrogatories on Intervenor Evidence</i></b>	<p>Submit each set of supplementary interrogatories to an organization as one document.  Example format: &lt;from org&gt;_IR_SUPP_EVD_&lt;to org&gt;_ yyyymmdd.pdf</p> <p>“from org” is the organization asking a supplementary interrogatory.</p>

Item	Description	Guidelines for Document File Naming Conventions
		<p>“to org” is the organization responding to the supplementary interrogatory.  “yyyymmdd” is the date that the Supplementary Interrogatory is dated.</p> <p>Sample: CCC_IR_SUPP_EVD_SEC  CCC submits a supplementary interrogatory on evidence of School Energy Coalition.</p>
28.	<p><b><i>Responses to Supplementary Interrogatories on Intervenor Evidence</i></b></p>	<p>Submit each set of supplementary interrogatory responses to an organization as one document. Begin each response on a new page. The response should include the initial supplementary interrogatory.</p> <p>Example format: &lt;from org&gt;_IRR_SUPP_EVD_&lt;to org&gt;_yyyymmdd.pdf</p> <p>“from org” is the organization responding to a supplementary interrogatory.  “to org” is the organization that asked a supplementary interrogatory.  “yyyymmdd” is the date that the response to Supplementary Interrogatory is dated.</p> <p>Sample: SEC_IRR_SUPP_EVD_CCC_yyyyymmdd  School Energy Coalition responds to Consumers Council of Canada supplementary interrogatories on SEC evidence.</p>
29.	<p><b><i>Interrogatory Responses and Supplementary Interrogatory Responses as Part of Complete Application Record</i></b></p>	<p>When submitting the Consolidated File at least 3 days prior to the oral hearing, upon confirmation of the date:</p> <p>a) <b>the interrogatory responses</b> must be submitted as one bookmarked section as follows:</p> <p>Sample format of bookmarked section name:  Ex I_Interrogatory Responses</p> <p>Responses within this section should be bookmarked according to the organization that asked the interrogatories.</p> <p>Example format of bookmark: Tab# &lt;to org&gt;,  where “to org” is the organization to whom the responses are directed.</p> <p>Example format of bookmark:  1 CCC  2 EProbe  3 OAPPA</p>



Item	Description	Guidelines for Document File Naming Conventions
		<p>Within Tab 1 the applicant submits responses to interrogatories from Consumers Council of Canada.</p> <p>Within Tab 2 the applicant submits responses to interrogatories from Energy Probe.</p> <p>Within each Tab# indicate with bookmarks the interrogatory with its response falling under the Ex letter-Tab#-Schedule#.</p> <p>Sample Bookmarks:  2 EProbe  I-2-1  I-2-2  I-2-3</p> <p>The applicant submits responses to interrogatories from Energy Probe with response for the first interrogatory being in Exhibit I, Tab 2, Schedule 1.</p> <p>b) <b>the responses to supplementary interrogatories</b> must be included with the original interrogatory responses with SUPP added to the bookmarked schedule as follows:</p> <p>Bookmarked Sample:  2 EProbe  I-2-1  I-2-1_SUPP  I-2-2  I-2-2 SUPP  I-2-3  I-2-3 SUPP</p> <p>Begin each response on a new page. The response should include the initial interrogatory and/or the supplementary interrogatory.</p>
30.	<p><b><i>Interrogatory Responses and Supplementary Interrogatory Responses on Intervenor Evidence (as part of Consolidated File record)</i></b></p>	<p>When submitting the Consolidated File at least 3 days prior to the oral hearing upon confirmation of the date:</p> <p>a) <b>the interrogatory responses on intervenor evidence</b> must be submitted as one bookmarked section as follows:</p> <p>Example format for bookmarked section name:  Exhibit Letter_Interrogatory Responses on Intervenor Evidence</p>

Item	Description	Guidelines for Document File Naming Conventions
		<p>Sample format of bookmarked section name: Ex M_Interrogatory Responses on Intervenor Evidence</p> <p>Interrogatory responses within this section should be bookmarked according to the organization responding to the question.</p> <p>Example Bookmark: Tab# &lt;from org&gt;, where &lt;from org&gt; is the organization responding to the interrogatory on intervenor evidence.</p> <p>Sample bookmark: 1 CCC 2 EProbe 3 OAPPA</p> <p>In Tab 1 Consumers Council of Canada responds to interrogatories on intervenor evidence.</p> <p>Sample Bookmark (nested under 1 CCC): Tab#-Schedule# &lt;from org&gt;_IRR_&lt;to org&gt; 1-1 CCC_IRR_SEM 1-2 CCC_IRR_VECC</p> <p>Within Tab 1 Schedule 1 Consumers Council of Canada responds to the interrogatories from Superior Energy Management.</p> <p>Within Tab 1 Schedule 2, the Consumers Council of Canada responds to the interrogatories from the Vulnerable Energy Consumers Coalition.</p> <p>Within each Tab# indicate with bookmarks the supplementary interrogatory with its response falling under the following:</p> <p>Example format: Tab #-Schedule # &lt;from org&gt;_IRR_&lt;to org&gt;_SUPP, where “from org” is the organization responding to the supplementary interrogatory of “to org”.</p> <p><b>b) the supplementary interrogatory responses</b> must be included with the original interrogatory responses with SUPP added to the bookmarked schedule as follows:</p> <p>Bookmark Sample: 1-1 CCC_IRR_SEM</p>

Item	Description	Guidelines for Document File Naming Conventions
		<p>1-1 CCC_IRR_SEM_SUPP  1-2 CCC_IRR_VECC  1-2 CCC_IRR_VECC_SUPP</p> <p>Within Tab 1 Schedule 1 Consumers Council of Canada responds to the supplementary interrogatories on its evidence, that is, supplementary interrogatories from Superior Energy Management.</p>
31.	<b><i>Motion Filed During a Hearing</i></b>	<p>Example format: &lt;from org&gt;_Motion_topic_yyyymmdd.pdf</p> <p>“from org” is the organization filing the motion.  “yyymmdd” is the date that the Motion is dated.</p> <p>Sample: IESO_Motion_Late Intervention_yyyymmdd.pdf  Independent Electricity System Operator submits a Motion.</p>
32.	<b><i>Submission on the Motion</i></b>	<p>Ensure that the same wording for the motion topic is used. This is part of a motion.</p> <p>Example format: &lt;from org&gt;_SUB_Motion_topic_yyyymmdd.pdf</p> <p>“from org” is the organization responding to the motion.  “yyymmdd” is the date that the Submission on Motion is dated.</p> <p>Sample: IESO_SUB_Motion_Late Intervention_yyyymmdd.pdf  Independent Electricity System Operator responds to a Motion.</p>
33.	<b><i>Submission</i></b>	<p>Example format: &lt;from org&gt;_SUB_topic_yyyymmdd.pdf</p> <p>“from org” is the submitter.  “yyymmdd” is the date that the Submission is dated.</p> <p>Sample: HVAC_SUB_Customer Care_yyyymmdd.pdf  HVAC Coalition Inc. submits a submission on the topic of Customer Care.</p>
34.	<b><i>Reply Submission or Final Submissions</i></b>	<p>Example format: &lt;from org&gt;_ReplySUB_yyyymmdd.pdf  Example format: &lt;from org&gt;_FinalSUB_yyyymmdd.pdf</p> <p>“from org” is the applicant who is replying with a reply or final submission.</p>

Item	Description	Guidelines for Document File Naming Conventions
		<p>“yyyymmdd” is the date that the Reply Submission is dated.</p> <p>Sample: EGD_ReplySUB_yyyyymmdd.pdf Enbridge Gas Distribution submits its reply submission.</p> <p>Sample: EGD_FinalSUB_yyyyymmdd.pdf Enbridge Gas Distribution submits its final submission.</p>
35.	<b><i>Argument in Chief</i></b>	<p>Example format: &lt;from org&gt;_ARGChief_yyyyymmdd.pdf</p> <p>“from org” is the applicant. “yyyymmdd” is the date that the Argument in Chief is dated.</p> <p>Sample: EGD_ARGChief_yyyyymmdd.pdf Enbridge Gas Distribution submits its argument in chief.</p>
36.	<b><i>Intervenors’ Argument</i></b>	<p>Example format: &lt;from org&gt;_ARG_yyyyymmdd.pdf</p> <p>“from org” is the intervenor. “yyyymmdd” is the date that the Intervenor Argument is dated.</p> <p>Sample: SEC_ARG_yyyyymmdd.pdf SEC submits its argument to the Board.</p>
37.	<b><i>Applicant Reply Argument or Final Argument</i></b>	<p>Example format: &lt;from org&gt;_ReplyARG_yyyyymmdd.pdf Example format: &lt;from org&gt;_FinalARG_yyyyymmdd.pdf</p> <p>“from org” is the applicant. “yyyymmdd” is that the date that the Reply Argument/Final Argument is dated.</p> <p>Sample: EGD_ReplyARG_yyyyymmdd.pdf Enbridge Gas Distribution submits its reply argument.</p> <p>Sample: EGD_FinalARG_yyyyymmdd.pdf Enbridge Gas Distribution submits its final argument.</p>

Item	Description	Guidelines for Document File Naming Conventions
38.	<p><b>Response to Undertaking</b> (Undertakings become part of Exhibit J)</p>	<p>Response to the undertaking to be submitted in RESS.</p> <p>Example format: &lt;from org&gt;_Ex_J#.n_Brief Description_yyyymmdd.pdf</p> <p>“from org” is the organization who is submitting the response to undertaking. “J#.n”, where # is the day of the hearing and n is the number of the exhibit. “yyymmdd” is the date that the undertaking is dated.</p> <p>Sample: EGD_Ex_J1.1_Customer Survey_yyyymmdd.pdf Enbridge Gas Distribution submits its response to undertaking J1.1 .</p>
39.	<p><b>Exhibits Filed and Accepted at the Oral Hearing.</b> (This material becomes part of Exhibit K)</p>	<p>Paper copy material is given an exhibit number and becomes part of the public record during the oral hearing if accepted by the Board. Follow the normal process for presenting paper copy material, that is, at least 6 copies are required, with additional copies dependant on number of attendees at the hearing.</p> <p>Submit accepted material marked as an exhibit into RESS within 24 hours. Use the following naming convention:</p> <p>Example format: &lt;from org&gt;_Ex_K#.n_Brief Description_yyyymmdd.pdf</p> <p>“from org” is the organization who is submitting the exhibit. “K#.n”, where # is the day of the hearing and n is the number of the exhibit. “yyymmdd” is the date that the exhibit was filed at the hearing.</p> <p>Sample: TCE_Ex_K1.1_Table IR#3 to EProbe_yyyymmdd.pdf TransCanada Energy Ltd. submits Board accepted Exhibit K1.1 with a brief description.</p>
40.	<p><b>Motion to Vary</b></p>	<p>&lt;from org&gt;_Motion_Vary_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a motion. “yyymmdd” is the date that the Motion to Vary is dated.</p> <p>Sample: IESO_Motion_Vary_yyyymmdd.pdf Independent Electricity System Operator submits a motion to vary.</p>

Item	Description	Guidelines for Document File Naming Conventions
41.	<b>Motion to Review</b>	<p>&lt;from org&gt;_Motion_Review_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a motion. “yyymmdd” is the date that the Motion to Review is dated.</p> <p>Sample: IESO_Motion_Review_yyyymmdd.pdf Independent Electricity System Operator submits a motion to review.</p>
42.	<b>Notice of Appeal</b>	<p>Example format: &lt;from org&gt;_Notice of Appeal_yyyymmdd.pdf</p> <p>“from org” is the applicant or an organization submitting the notice or appeal. “yyymmdd” is the date that the Notice of Appeal is dated.</p> <p>Sample: TCPL_Notice of Appeal_yyyymmdd.pdf TransCanada PipeLines Limited submits a notice of appeal.</p>
43.	<b>Draft Rate Order</b>	<p>Example format: &lt;from org&gt;_DRF_RO_yyyymmdd.pdf</p> <p>“from org” is the applicant that is submitting the draft rate order. “yyymmdd” is the date that the Draft Rate Order is dated.</p> <p>Sample: NRG_DRF_RO_yyyymmdd.pdf Natural Resource Gas Limited submits draft rate order.</p>
44.	<b>Draft Rate Order Appendix</b>	<p>Each Appendix must be sent as a separate document.</p> <p>Example format: &lt;from org&gt;_DRF_RO_APPD_X_yyyymmdd.pdf</p> <p>“from org” is the organization that is submitting the rate order appendix. X identifies the particular Appendix if there is more than one. “yyymmdd” is the date that the Draft Rate Order Appendix is dated.</p> <p>Sample: NRG_DRF_RO_APPD_yyyymmdd.pdf Natural Resource Gas Limited submits appendix to draft rate order.</p>

Item	Description	Guidelines for Document File Naming Conventions
45.	<b>General Letter</b>	<p>This document cannot be submitted through the web portal unless it is related to a case with an assigned case number.</p> <p>Example format: &lt;from org&gt;_LTR_(topic)_yyyymmdd.pdf</p> <p>“from org” is the organization or person issuing a letter. “yyyymmdd” is the date that the General Letter is dated.</p> <p>Sample: JohnDoe_LTR_Rate_Increase_yyyyymmdd.pdf Joe Doe submits a General Letter.</p>
46.	<b>Cost Claim</b>	<p>Example format: &lt;from org&gt;_CostClaim_yyyyymmdd.pdf</p> <p>“from org” is the organization submitting a Cost Claim. “yyyymmdd” is the date that the Cost Claim is dated.</p> <p>Sample: SEC_CostClaim_yyyyymmdd.pdf School Energy Coalition submits a Cost Claim.</p>
47.	<b>Cost Claim Objection</b>	<p>Example format: &lt;from org&gt;_CostsObj_yyyyymmdd.pdf</p> <p>“from org” is the organization submitting a Cost Claim Objection “yyyymmdd” is the date that the Cost Claim Objection is dated.</p> <p>Sample: Union_CostsObj_yyyyymmdd.pdf Union Gas submits a Cost Claim Objection</p>
48.	<b>Cost Claim Objection Reply</b>	<p>Example format: &lt;from org&gt;_CostsObjReply_yyyyymmdd.pdf</p> <p>“from org” is the organization submitting a Cost Claim Objection “yyyymmdd” is the date that the Cost Claim Objection Reply is dated.</p> <p>Sample: SEC_CostsObjReply_yyyyymmdd.pdf School Energy Coalition submits a Cost Claim Objection Reply</p>

Item	Description	Guidelines for Document File Naming Conventions
49.	<p><b><i>Declaration and Undertaking</i></b></p> <p><b><i>Re: Non-Disclosure of Confidential Documents</i></b></p> <p><b><i>(See Appendix D of Practice Direction on Confidential Filings)</i></b></p>	<p>Example format: &lt;from org&gt;_Dec&amp;Undertaking_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a Declaration and Undertaking “yyymmdd” is the date that the Declaration and Undertaking is dated.</p> <p>Sample: SEC_Dec&amp;Undertaking_yyyymmdd.pdf School Energy Coalition submits a Declaration and Undertaking</p>
50.	<p><b><i>Settlement Proposal</i></b></p>	<p>Example format: &lt;from org&gt;_SettlementProposal_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a Settlement Proposal “yyymmdd” is the date that the Settlement Proposal is dated.</p> <p>Sample: Union Gas_SettlementProposal_yyyymmdd.pdf Union Gas submits a Settlement Proposal.</p>
51.	<p><b><i>Settlement Agreement</i></b></p>	<p>Example format: &lt;from org&gt;_SettlementAgrmt_yyyymmdd.pdf</p> <p>“from org” is the organization submitting a Settlement Agreement “yyymmdd” is the date that the Settlement Agreement is dated.</p> <p>Sample: Union Gas_SettlementAgrmt_yyyymmdd.pdf Union Gas submits a Settlement Agreement</p>



## OTHER METHODS OF SUBMITTING DOCUMENTS

Document submission through RESS is preferable. However, there are situations where technology capabilities or login access to RESS is limited or not available. Refer to the following table for alternative methods.

Item	Description	Guidelines for Other Methods of Submitting Documents
1.	<b><i>Document Submission – Email</i></b>	<p>Email should only be used in the following situations to submit documents:</p> <ul style="list-style-type: none"> <li>• the web portal (RESS) is not available</li> <li>• submitting an observer letter</li> <li>• submitting an intervention request letter (expects to intervene in this case only)</li> <li>• submitting a letter of comment</li> <li>• submitting a general letter that is not case-specific</li> </ul>
2.	<b><i>Email Submission – Information that should be in the Subject Line</i></b>	<p>Subject line should include the case number, the name of the applicant and a brief description of the attachments.</p> <p>Samples:</p> <ul style="list-style-type: none"> <li>• EB-2008-0001 <i>Applicant</i> Intervenor Evidence</li> <li>• EB-2008-0002 <i>Applicant</i> Motion re Interrogatory Responses</li> <li>• EB-2008-0003 Comment re: <i>Applicant's</i> Green Energy Plan</li> </ul>
3.	<b><i>Email Submission – For Attached Documents</i></b>	Attached documents for email will follow the same naming convention as attached documents for RESS.
4.	<b><i>Email body – Information Required</i></b>	<p><b>Any information pertaining to a case contained in the body of the email will generally not be considered part of the record.</b></p> <p>If you want the information to be part of the record, the information needs to be an attached PDF document. The email itself is not considered the cover letter.</p>
5.	<b><i>Document Submission – Submitters without Internet</i></b>	To maintain the complete record in RESS, best efforts should be made to send in a CD by the deadline date and time. However, the following also applies:

Item	Description	Guidelines for Other Methods of Submitting Documents
	<b>Capability / Computer Access</b>	<ul style="list-style-type: none"> <li>• If submitters cannot send a CD, seven (7) paper copies will be accepted (received by the deadline date and time);</li> <li>• documents may be sent by Fax as a last option (see filing instructions below in part 8 of this section).</li> </ul>
6.	<b>CD Submission</b>	Documents on CD should follow the same standards as documents submitted in RESS.
7.	<b>Hard Copy (Paper) Submission</b>	<p>A Cover Letter is required.</p> <p>Within the subject line, include:</p> <ul style="list-style-type: none"> <li>• Case number, Applicant</li> <li>• Brief Description of Documents</li> </ul>
8.	<b>Fax Submission</b>	<p>Fax cover sheet and cover letter within the subject line should include:</p> <ul style="list-style-type: none"> <li>• Case#.</li> <li>• Brief description of documents.</li> <li>• Document naming conventions as indicated in this guideline.</li> </ul>
9.	<b>OEB's Systems not Available</b>	<p>When the OEB's systems are not available, a <i>What's New</i> notice or another type of notification will be on the website at <a href="http://www.ontarioenergyboard.ca">www.ontarioenergyboard.ca</a>.</p> <p>RESS unavailable:</p> <ul style="list-style-type: none"> <li>• Send by email (up to 20 MB per email), or by CD.</li> </ul> <p>Email unavailable:</p> <ul style="list-style-type: none"> <li>• Send CD and 7 paper copies.</li> </ul> <p>Both RESS and email unavailable:</p> <ul style="list-style-type: none"> <li>• Send CD and 7 paper copies.</li> </ul>
10.	<b>Preserving Signatures as Part of a Submitted Document</b>	For any document that requires original signatures, the original must be submitted as one of the two paper copies that are otherwise required by this Guideline. This document must also be converted to PDF format and filed electronically into RESS, without the signature.

## COMPANY/ORGANIZATION ABBREVIATIONS

Short Name	Company Name
<b>Regulated Entities</b>	
Algoma	Algoma Power Inc.
Atikokan	Atikokan Hydro Inc.
AttawapiskatFN	Attawapiskat First Nation
Attawapiskat	Attawapiskat Power Corporation
Barrie	Barrie Hydro Distribution Inc.
Bluewater	Bluewater Power Distribution Corporation
Brant	Brant County Power Inc.
Brantford	Brantford Power Inc.
CNPI	Canadian Niagara Power Inc.
Burlington	Burlington Hydro Inc.
CambridgeND	Cambridge and North Dumfries Hydro Inc.
CNPI	Canadian Niagara Power Inc.
CentreWellington	Centre Wellington Hydro Ltd.
Chapleau	Chapleau Public Utilities Corporation
ChathamKent	Chatham-Kent Hydro Inc.
Clinton	Clinton Power Corporation
COLLUS	COLLUS Power Corporation
Dubreuil	Dubreuil Forest Products Ltd.
Embrun	Cooperative Hydro Embrun Inc.
ErieThames	Erie Thames Powerlines Corporation
Dutton	Dutton Hydro Limited
ELK	E.L.K. Energy Inc.
EGDI	Enbridge Gas Distribution Inc.
Enersource	Enersource Hydro Mississauga Inc.
EnWin	EnWin Utilities Ltd.
Espanola	Espanola Regional Hydro Distribution Corporation
Essex	Essex Powerlines Corporation

<b>Short Name</b>	<b>Company Name</b>
ErieThames	Erie Thames Powerlines Corporation
Festival	Festival Hydro Inc.
FiveNations	Five Nations Energy Inc.
FortAlbanyFN	Fort Albany First Nation
FortAlbany	Fort Albany Power Corporation
GLP	Great Lakes Power Limited
Sudbury	Greater Sudbury Hydro Inc.
Grimsby	Grimsby Power Incorporated
Haldimand	Haldimand County Hydro Inc.
Halton	Halton Hills Hydro Inc.
Horizon	Horizon Utilities Corporation
Hydro2000	Hydro 2000 Inc.
Hawkesbury	Hydro Hawkesbury Inc.
HONI	Hydro One Networks Inc.
HONIBrampton	Hydro One Brampton Networks Inc.
HONICatLake	Hydro One Networks Inc./Cat Lake Power Community
HONIRemote	Hydro One Remote Communities Inc.
Ottawa	Hydro Ottawa Limited
Innisfil	Innisfil Hydro Distribution Systems Limited
KashechewanFN	Kashechewan First Nation
Kashechewan	Kashechewan Power Corporation
Kenora	Kenora Hydro Electric Corporation Ltd.
Kingston	Kingston Hydro Corporation
Kitchener	Kitchener-Wilmot Hydro Inc.
Lakefront	Lakefront Utilities Inc.
Lakeland	Lakeland Power Distribution Ltd.
London	London Hydro Inc.
Middlesex	Middlesex Power Distribution Corporation
Midland	Midland Power Utility Corporation
Milton	Milton Hydro Distribution Inc.
NRG	Natural Resource Gas Limited
NiagaraPen	Niagara Peninsula Energy Inc.

<b>Short Name</b>	<b>Company Name</b>
NOTL	Niagara-on-the-Lake Hydro Inc.
Norfolk	Norfolk Power Distribution Inc.
NorthBay	North Bay Hydro Distribution Limited
NOW	Northern Ontario Wires Inc.
Oakville	Oakville Hydro Electricity Distribution Inc.
OPG	Ontario Power Generation Inc.
Orangeville	Orangeville Hydro Limited
Orillia	Orillia Power Distribution Corporation
Oshawa	Oshawa PUC Networks Inc.
PDI	Peterborough Distribution Incorporated
PortColborne	Port Colborne Hydro Inc.
PowerStream	PowerStream Inc.
PUC	PUC Distribution Inc.
RideauStL	Rideau St. Lawrence Distribution Inc.
StThomas	St. Thomas Energy Inc.
TBay	Thunder Bay Hydro Electricity Distribution Inc.
Tillsonburg	Tillsonburg Hydro Inc.
THESL	Toronto Hydro-Electric System Limited
Union	Union Gas Limited
Veridian	Veridian Connections Inc.
Wasaga	Wasaga Distribution Inc.
Waterloo	Waterloo North Hydro Inc.
Welland	Welland Hydro-Electric System Corp.
WestCoast	West Coast Huron Energy Inc.
Whitby	Whitby Hydro Electric Corporation
<b>Government Agencies</b>	
IESO	Independent Electricity System Operator
OEB	Ontario Energy Board
OPA	Ontario Power Authority
<b>Intervenors</b>	
AMPCO	Association of Major Power Consumers In Ontario
APPo	Association of Power Producers of Ontario

<b>Short Name</b>	<b>Company Name</b>
BOMA	Building Owners and Managers Association of Greater Toronto
CME	Canadian Manufacturers & Exporters
CanWEA	Canadian Wind Energy Association
CLD	Coalition of Large Distributors
CCC	Consumers Council of Canada
EDA	Electricity Distributors Association
GEC	Green Energy Coalition
IGUA	Industrial Gas Users Association
LIEN	Low Income Energy Network
LOW	Lake Ontario Waterkeeper
PIAC	Public Interest Advocacy Centre
SEC	School Energy Coalition
VECC	Vulnerable Energy Consumers Coalition