

## BPA Transmission Services Business Practice Review Process

BPA Transmission Services adheres to the following review process when developing and revising Business Practices (BPs):

1. Post for Comment
  - a. A BP updated for administrative purposes; such as, clarifications, grammatical corrections and or revisions of minor significance, will be posted effective immediately. BPA will open a 5 business day comment period from the date of posting. BPA will send a notification through the tech forum email distribution list with a brief explanation of the update.
  - b. For a new BP or for a BP with proposed updates beyond those for administrative purposes, BPA will open a 20 business day comment period from the date of posting. BPA will send notification of the posting through the tech forum email distribution list with a brief explanation of the proposal.
  - c. BPA may, at its discretion, extend the comment period by 5 business days for a new BP or in circumstances when a significant number of BPs are simultaneously posted for comment or if the volume or complexity of changes warrant additional time for stakeholder review.
  - d. BPA may, at its discretion, expedite the BP process when failure to do so could impair BPA system reliability or system security, to comply with applicable law, or when there is insufficient time to comply with the standard procedures.
  - e. BPA may, at its discretion, expedite the BP process by reducing the duration of the comment period or by posting a business practice as final without a proceeding comment period. In the event no preceding comment period is opened, a 20 business day comment period will be opened when the expedited BP is posted.
  - f. BPA will send notification regarding the intent to take expedited action through the tech forum email distribution list as soon as practicable. BPA may also schedule a conference call to discuss the reason for the urgency. Information on the date, time, call-in number and any reference material will be provided in the tech forum email notice.
  - g. BPA will hold a conference call approximately 6 business days after a 20 or more business day comment period opens. A tech forum email notice will provide information on the date, time, call-in number and any reference material.
2. Comments, Concerns, and Questions
  - a. At any time, comments, concerns and questions regarding BPs may be submitted to [techforum@bpa.gov](mailto:techforum@bpa.gov). BPA will confirm receipt of comments via e-mail within 1 business day of receipt. Comments received that are not associated with a comment period will not be posted on the BPA website.
  - b. Comments regarding a proposed BP that is open for comment should be submitted to [techforum@bpa.gov](mailto:techforum@bpa.gov). Comments should include a reference to the applicable proposed BP in the email Subject line. Comments received after the close of a comment period will not be posted or appear in the Response to Comments document. Should a comment period close before comments are submitted, comments, concerns, or questions may be submitted to [techforum@bpa.gov](mailto:techforum@bpa.gov) during a subsequent comment period (if applicable) or once the BP is finalized and BPA will respond accordingly.
  - c. BPA will confirm receipt of comments associated with a BP comment period via e-mail and post those comments on the external BPA website within 1 business day of receipt.

3. Response to Comments, Concerns and Questions
  - a. BPA will respond directly to comments, concerns, and questions received that are not associated with a BP currently under development.
  - b. BPA will review all comments received during a comment period and prepare a written response within 15 business days after a comment period ends. The Response to Comments document will be posted on the BPA external website the next business day. Notification of the posting will be sent through the tech forum email distribution list. If the quantity or complexity of comments delays BPA's response, BPA will provide notification of the expected response date through the tech forum email distribution list.
4. Revisions
  - a. BPA may, at its discretion, revise a proposed BP in response to comments. If substantive revisions are made, BPA may post the BP for a subsequent 10 business day comment period and a conference call may also be scheduled.
5. Post Final
  - a. BPA will post the final BP on the BPA external web site and send notification through the tech forum email distribution list.

