

# Reservation Agent

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## BPA Transmission Business Practice

**Version 3**

**11/18/2013**

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This Business Practice defines the roles and responsibilities of the Reservation Agent and the process for designating a Reservation Agent.

For more information, visit the [BPA Transmission Business Practices page](#) or submit questions to [techforum@bpa.gov](mailto:techforum@bpa.gov).

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### A. Designation of a Reservation Agent

1. There is no limit to the number of Reservation Agents a Customer may designate to submit and process TSRs.
  - a. To designate a Reservation Agent, the Customer must:
    - i. Be an Eligible Customer. For more information, refer to the Open Access Transmission Tariff, Section I.1, Definitions.
    - ii. Execute a Point-to-Point (PTP) or Network Integration (NT) Service Agreement with BPA Transmission Services.
    - iii. Submit a written notice on official letter-head to OATI at least five Business Days prior to the effective date of such designation.
    - iv. Provide a copy of the written notice sent to OATI to BPA Transmission Services at least five Business Days prior to the effective date of such designation. Submit the notice using one of the delivery options listed on the [Becoming a BPA Transmission Services Customer](#) website.
  - b. The Reservation Agent must also submit written notice on official letter-head to OATI at least five Business Days prior to the effective date of the designation.

### B. Designation of BPA Transmission Services as a Reservation Agent

1. To designate BPA Transmission Services as a Reservation Agent, the Customer must:
  - a. Contact their Account Executive to request a Long-Term Firm (LTF) Reservation Agent Agreement.
  - b. Sign a LTF Reservation Agent Agreement with BPA Transmission Services.

- c. Submit a written notice on official letter-head to OATI upon execution of a LTF Reservation Agent Agreement at least five Business Days prior to the effective date of the designation.
2. BPA Transmission Services will notify OATI of its LTF Reservation Agent Agreement with the Customer within five Business Days after receiving the Customer's letter to OATI.
3. BPA Transmission Services will only submit and process LTF TSRs on behalf of the Customer.
4. The Customer must submit written notice to BPA Transmission Services for each LTF TSR it wishes to be submitted. Refer to the Requesting Transmission Service Business Practice for information submittal requirements.
5. BPA Transmission Services will submit up to three TSRs each fiscal year on behalf of the Customer. Additional TSRs will be processed at Transmission Service's discretion.
6. The Customer is responsible for notifying BPA Transmission Services if the Customer needs the status of a TSR to change to either CONFIRMED or WITHDRAWN.
7. BPA Transmission Services will perform the following:
  - a. Submit LTF TSRs into the OASIS within five Business Days of receipt of all necessary information from the Customer.
    - i. BPA Transmission Services is not responsible for TSRs it submits outside of Transmission Service's reservation windows if BPA Transmission Services receives late written notice from the Customer.