

The letter of transmittal and the service list will be submitted on paper only. The letter of transmittal must include the subscription provided in section 385.2005(a). The subscription provided must state, in addition to the requirement in section 385.2005(a), that the paper copies contain the same information as the diskette(s) and that the signer has read and knows the contents of the paper copies and that the contents as stated in the paper copies are true to the best knowledge and belief of the signer.

Respondents claiming that information is privileged must file in accordance with section 385.1112; otherwise, all data submitted will be considered non-privileged and will be made available to the public upon request.

#### IV. When To Submit

The tariff sheets should be filed with the Commission at the time the company proposes a change in service or rate. The notice period should be consistent with the Commission's regulations.

#### V. Where To Submit

(1) Submit this report to: Office of the Secretary, Federal Energy Regulatory Commission, Room 3110, 825 N. Capitol Street, NE, Washington, DC 20426.

(2) Hand deliveries may be made to the same address.

#### General Instructions

(1) Schedule TF. Records TF01 through TF06 and the text line records are intended to capture all of the tariff elements which the pipeline has historically filed as part of its FERC Gas Tariff. Record TF01 identifies the company and the filing date. Record TF02 captures information about the tariff volume; and Records TF03, TF04, TF05, and TF06 contain requisite marginal information for an individual tariff sheet. The actual tariff sheet text will follow Record TF06.

Each tariff sheet should be identified by the nature of the sheet, and assigned the appropriate "Text ID" from among those listed in the layout for Record TF03. For example, a tariff sheet which includes the table of contents must be assigned Text ID = "1". The text of a tariff sheet should include any footnotes applicable to the individual

tariff sheet. When filing the tariff sheet on paper, footnotes should appear inside the ruled borders required by section 154.101.

All of the marginal information required under 18 CFR 154.102(d) is to be included only in the tariff sheet header records. These header records will be utilized to print a hard copy with the appropriate marginal information.

If a tariff sheet is filed to be read vertically in hard copy, this is referred to hereinafter as "Portrait" orientation. If the sheet will be read horizontally, the orientation is referred to as "Landscape". The requirements of section 154.102(d) imply that the length of a line of actual text is 6.75 inches in Portrait orientation, and 10.0 inches in Landscape. The pitch, the number of print characters per horizontal inch (cpi); the number of lines per vertical inch (lpi); and the page orientation for printing the tariff sheet must be given in the first Tariff Sheet Header Record, (Record TF03). The number of characters per horizontal inch (cpi) must not exceed 17. The acceptable lines per vertical inch are 6 or 8. The maximum line length and lines per page for Portrait and Landscape orientation are as follows:

Page orientation	Maximum line length (characters)				Maximum lines per page	
	10cpi	12cpi	15cpi	17cpi	6lpi	8lpi
Vertical (Portrait) .....	65	79	98	112	50	70
Horizontal (Landscape) .....	98	118	148	168	31	44

(2) Record Types. Records must be filed in the following order:

*Company Header Record (TF01):* One record per dataset.

*Volume Header Record (TF02):* One record per volume. All pages for the same volume will be grouped together. If more than one dataset is required for the filing of a volume, this record must appear in each dataset. Note: When more than one dataset is needed to accommodate a filing, name the datasets in accordance with the instructions in Exhibit A.

**Note:** The appropriate tariff sheet header records must precede each tariff sheet!

*Sheet Header Record (TF03):* One record per sheet.

*Superseded Sheet Header Record (TF04):* This record pertains to the superseded sheet information. One record per sheet unless there is no superseded sheet (e.g., Original and Substitute Original sheets). In that case, this record may be omitted.

*Issuing Officer Header Record (TF05):* One record per filing, unless the filing contains sheets that reference more than one issuing officer or the tariff sheets are submitted in more than one dataset. Optionally, this record may precede every tariff sheet filed.

*Date and Docket Header Record (TF06):* One record per filing, unless the effective date or other information in this record changes from sheet to sheet or the tariff sheets are submitted in more than one dataset. Optionally, this record may precede every tariff sheet filed.

*Text Line Records:* The actual tariff sheet text. Note: any special codes placed in the text (such as bold, italic, underline, etc.) are removed when converting to ASCII format.

(3) Numeric Fields. All numeric fields in Records TF01 through TF06 must not be left blank, and must be right justified unless indicated otherwise. The following conventions should be followed in preparing each header record in the filing:

(A) If a numeric data item is not applicable to the respondent, enter the numeric value "0" in the field provided for this data item.

(B) Do not include commas in reporting any numeric value.

(C) Report all dates as six digit numerics (month, day, year, MMDDYY).

(4) Pipeline Company ID. Use the code for the pipeline as contained in the Buyer Seller Code List, U.S. Department of Energy's publication DOE/EIA-0176. A code may be obtained by calling EIA at (202) 586-8841.

(5) Record Lengths. Do not pad the end of data records with blanks.

#### Specific Instructions

(1) Effective Date. The date, given as month, day, and year, on which the respondent expects the filing to be put into effect subject to the concurrence of the Commission.

(2) Tariff Volume Number. The number of the volume to which the tariff sheets belong. For example, if the volume is labeled "First Revised Volume No. 1", report a "1" in this field.

(3) Tariff Volume Revision Number. Report the number of the revision. For example, if

the tariff volume is labelled "Second Revised Volume No. 1", report a "2" in this field. If the tariff volume is an original volume, report a zero in this field.

(4) Tariff Volume ID. Report the full tariff volume name in this field. For example, if the volume is labelled "First Revised Volume No. 1", report "First Revised Volume No. 1" in this field.

(5) Sheet Number. Report the number of the tariff sheet being filed. For example, if the sheet is numbered "First Revised Sheet No. 3 superseding Original Sheet No. 3", report a "3" in this field.

(6) Sheet Revision Number. Report the number of the revision. For example, if the tariff sheet is numbered "Second Substitute Third Revised Sheet No. 4 superseding Second Revised Sheet No. 4", report a "3" in this field. If this is an original tariff sheet, report a "0" in this field.

(7) Sheet ID. Report the full designation for the tariff sheet being reported. For example, if the sheet is designated "First Revised Sheet No. 3 superseding Original Sheet No. 3", report "First Revised Sheet No. 3" in this field. If the Sheet ID exceeds the allowed 40 character positions for this item, use the "Abbreviation Conventions List" at Exhibit C.

(8) Superseded Sheet ID. Report the full designation for the tariff sheet being superseded. For example, if the tariff sheet being filed is designated "First Revised Sheet No. 3 superseding Original Sheet No. 3", report "Original Sheet No. 3" in this field. If the Superseded Sheet ID exceeds the allowed 40 character positions for this item, use the