ELECTRONIC TARIFF FILE LAYOUT—SCHEDULE TF—Continued

Item	Character Position	Data Type	Comments
(6) Date and Docket Header Record			
Schedule ID	1–2	Character	Sch = TF.
Record ID	3–4	Numeric	Code = 06.
Date Issued	5–10	Numeric	(mmddyy); see specific instruction 13.
Order Date	11–16	Numeric	(mmddyy); see specific instruction 14.
Docket Number	17–36	Character	See specific instruction 14.
Effective Date	37–42	Numeric	(mmddyy); see specific instruction 1.

(7) Sheet Text Line Records.

Each entire record consists of the text of the corresponding line of the tariff sheet, without prefix of any kind.

Exhibit A—Diskette Filing Procedures

Diskette(s) containing the information specified for each record ID of the tariff filing filed with the Commission must conform with the following requirements:

(1) The character code for representing all data should be the American National Standard Code for Information Interchange (ASCII) as defined in FIPS PUB 1–2. An exception will be made for the cents (¢) symbol, which should be coded as hexadecimal 8B, or decimal 155, as defined in the IBM–US (PC–8) symbol set. Note that there are symbol sets which define it differently.

(2) The definitions, instructions, and schedule ID/record ID data layouts for this form specify explicitly the data items to be reported and the sequence for recording the information on the diskette(s). The information required for a tariff filing should be recorded on the diskette(s) exactly as specified in the data layout for each schedule/record and in accordance with the general instructions.

(3) All tariff sheets filed under a given docket number should all be included in the same ''file'' or data set, if possible. (Large files may be split as a matter of convenience or diskette size limitation). The file should be named: ''TFMMDDYY.ASC'' where ''TF'' stands for ''Tariff Filing'', and ''MMDDYY'' is the two digit month, day, and year the tariff filing is submitted. If more than one tariff filing is made on the same day, the subsequent filings should be given file names ''TFMMDDYY.BSC'', ''TFMMDDYY.CSC'', etc., where ''BSC'' indicates the second filing of the day, ''CSC'' the third filing, etc. The file name for each submission should be included in the transmittal letter accompanying the respondent's filing.

(4) Each logical record must be terminated by a CR (ASCII carriage return—13 decimal, OD hexadecimal). An ASCII line feed (LF) following a CR is accepted but not required as part of termination. Do Not pad the end of data records with spaces.

(5) Do not omit any numeric item. Numeric items do not require leading zeros unless specifically noted in the description of the data item. See the General Instructions of this form for detailed instructions for recording numeric data on the diskette(s).

(6) When refiling a diskette only to correct an electronic data error on the electronic version of a tariff sheet and not in the paper version, use the same file name, pagination and submittal date.

(7) Each diskette must state on the label that tariff sheets are enclosed. If more than one diskette is necessary to accommodate a filing, the diskettes should be numbered 1 of N, 2 of N, etc., where N is the total number of diskettes.

Exhibit B—Tariff Sheet Pagination Guidelines

Section 154.102(d)(2) of the Commission's regulations requires companies to number their tariff sheets as provided below.

(1) Original Sheets. Paginate a sheet as ''Original Sheet No. _____'' when the sheet number has not been used previously in the tariff volume. When filing an entire original or revised tariff volume, all sheets should be paginated as ''Original Sheet No. _____'' unless the sheet falls within the exception under Guideline (11).

(2) Revised Sheets. Designate a sheet as ''Revised'' if it is (a) filed in a different proceeding than the sheet it is superseding or (b) filed in the same proceeding but given a new proposed effective date. Each subsequent ''Revised'' pagination should be numbered sequentially. (See Examples 1 and 2.)

(3) Substitute Sheets. Designate a sheet as ''Substitute _____ Revised Sheet No. _____'' if it is filed to replace a sheet filed in the same proceeding with the same effective date. If a substitute sheet needs to be replaced, paginate the new sheet as ''Second Substitute,'' and so on. (See Example 1.)

(4) Superseded Sheets. Designate as the superseded sheet the most recent sheet filed in a different proceeding effective or proposed to be effective on the same day or on a day prior to the new sheet. This means when filing a substitute sheet the designated superseded sheet stays the same. Provided that the sheet does not fall under the exception in guideline (9). Never designate a rejected or suspended sheet as the superseded sheet. However, if a sheet designated as superseded is subsequently rejected, it is not necessary to refile solely to correct the superseded sheet designation. (See Example 1.)

(5) Rejected Sheets. If a sheet is rejected by order of the Commission, do not reuse the pagination of the rejected sheets. Designate a sheet ''Substitute'' if it is filed to replace a rejected sheet in the same proceeding, but do not designate a rejected sheet as the superseded sheet. Refer to Guidelines (3) and (4).

(6) Alternate Sheets. When filing two versions of a proposed tariff sheet, designate the sheets ''_____ Revised Sheet No. _____'' and ''Alternate _____ Revised Sheet No. _____.'' Paginate a replacement alternate sheet ''Sub Alternate.''

(7) Inserted Sheets. Designate sheets inserted between two consecutively numbered sheets using an uppercase letter following the first sheet number (*e.g.,* sheets inserted between sheets 8 and 9 would be 8A, 8B, etc.). For sheets inserted between two consecutively lettered sheets, add a ''.'' followed by a two digit number (*e.g.,* sheets inserted between sheets 8A and 8B would be 8A.01 through 8A.99). For further insertions, add a lowercase letter (*e.g.,* between sheets 8A.01 and 8A.02 would be 8A.01a, 8A.01b, etc.).

(8) Pre-dated Sheets. When a sheet is filed with a proposed effective date which pre-dates the effective date of a suspended or effective sheet with the same number filed in a different proceeding, designate the new sheet ''_____ Rev _____ Revised Sheet No. _____'' where the second and third blanks are numbered the same as the sheet with the later effective date and the first blank contains ''1st,'' ''2nd,'' *etc.* Commonly, this situation occurs when a sheet is suspended for five months and subsequent sheets need to be made effective prior to the date the suspended sheet becomes effective. (See Example 3.) Note: When using the ''1st Rev'' pagination, drop extraneous words if the superseded sheet provides the same information. (See Example 4.)

(9) Retroactive Sheets. When filing a retroactive change back to a certain date, all sheets which are or were in effect from that date forward need to be changed. The first sheet should be designated either as ''Substitute'' in accordance with Guideline (3) above or ''_____ Rev'' in accordance with Guideline (8), depending on whether the retroactive filing is in the same docket as or a different docket from the sheet being replaced. The rest of the sheets should be designated as a ''Substitute'' of each sheet already on file. For the first new sheet in the series of sheets, the superseded sheet shall be designated in accordance with Guideline (4) above. However, the remainder of the sheets in the series should supersede each other in order, even though they are all filed in the same docket. In this way, the ''superseded'' designation will reflect the last sheet in effect on each given effective date. (See Examples 5 and 6.)

(10) Canceled Sheets. When filing to cancel a rate schedule, file one sheet with a new