

March 10, 2004

Dear FERC Form No. 715 Respondent:

It is time once again to prepare and submit your utility's Form No. 715 "Annual Transmission Planning and Evaluation Report." FERC Form No. 715 is an Office of Management and Budget approved form (#1902-0171 approved to 11/30/03). Although the form is past the OMB expiration date, the renewal request and supporting documentation is at OMB for approval. In this situation, the Form 715 is considered an active form until it is either rejected or approved by OMB, and a new expiration date and OMB number assigned. Instructions are available at <http://www.ferc.gov/docs-filing/eforms/form-715/instructions.asp>.

Please **submit an e-mail address** for your utility contact for this form either in your cover letter or on the first page of the form itself. Form No. 715 has no changes from last year's filing. However, this year **there is a new filing method being used on a trial basis that eliminates the need to file paper copies**. Form No. 715 is mandatory under Sections 213(b), 307(a) and 311 of the Federal Power Act and 18 CFR § 141.300. It must be submitted by April 1, 2004. Please submit the required information and diskettes/CDs to:

Federal Energy Regulatory Commission
Form No. 715
Room 8G-01
888 First Street, N.E.
Washington, D.C. 20426

Trial Paperless Filing

This year, we have a trial program where you can submit your Form 715 totally electronically and eliminate the paper filing. Currently, the filing instructions require submission of your filing on paper – and on CDROM or diskette. Maps and drawings are filed on paper. To **qualify for paperless filing**, you must follow these guidelines:

a. All maps and drawings (Part 3) must be included in the electronic filing as a vector graphics PDF file. A discussion of the differences between bitmap and vector graphics can be found at <http://www.prepressure.com/image/bitmapvector2.htm>, as an example. Most, if not all, drawing software used today to develop maps and drawings will generate a PDF/Vector rendition of the drawing. If you contact those who created your system maps and drawings, they should be able to easily develop what you need. If there are any questions, please call Bo Pierce, 202-502-8803.

b. The Part 3 data, Utility Maps and Diagrams must be submitted whether or not the data has changed from the previous year.

c. The entire filing will be considered CEII material and will be handled accordingly. (reference an order in RM93-10-000 suspending the Commission's practice of making publicly available certain information found in Form No. 715).

d. Data on the CDROM should be organized in directories that are structured in a hierarchical manner. Most filers do this already.

The instructions for Form No. 715, Part 2 (power flow base cases) state that a respondent must submit an input and corresponding solved output data file in ASCII format. The solved power flow base cases must not have any voltage violations or equipment violations (transformer rating violation, line rating violation, and generator limit violation), or a written explanation should be provided where violations do exist. Also, a solved power flow case must have no more than a very small mismatch.

Each Respondent must also submit a data-dictionary that lists the full or actual names for each abbreviated bus or terminal name used in its power flow data. In addition, Energy Information Administration (EIA) codes must be included for each generating plant referenced. These codes are available on the FERC web site: <http://www.ferc.gov/docs-filing/eforms/form-715/eia-plant-codes.htm>.

If you need assistance or if you have any questions on any aspects of Form No. 715, please call Ms. Lorraine M. Marrow at (202) 502-8274 for filing issues, or e-mail form715@ferc.gov.