



NEWFOUNDLAND AND LABRADOR
BOARD OF COMMISSIONERS OF PUBLIC UTILITIES
120 Torbay Road, P.O. Box 21040, St. John's, Newfoundland and Labrador, Canada, A1A 5B2

2014-03-31

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Dear Sirs:

Re: The Board's Investigation and Hearing into Supply Issues and Power Outages on the Island Interconnected System – Procedural Reminders

This investigation was initiated and information was filed with the Board prior to the establishment of an official hearing process. The Board is currently reviewing its files to ensure that parties have been copied with all documents and filings placed on record prior to the issuance of Procedural Order No. P.U. 3(2014).

The Board reminds all parties of the established rules in the procedural order with respect to **Filing of Documents, Form of Documents, Number of Copies to be filed and Information Requests**. The Board wishes to draw particular attention to the following excerpts:

Filing of Documents

4. (1) *All documents shall be filed with the Board Secretary.*
- (2) *Documents may be filed by:*
 - (a) *hand delivery;*
 - (b) *courier service;*
 - (c) *registered mail;*
 - (d) *electronic mail; or*
 - (e) *facsimile.*
- (3) *Filing is accomplished on the date when the Board first receives the submission, whether electronically or in paper format.*

Form of Documents

5. (1) *Paper and electronic filings are considered official public record in this proceeding.*
- (2) *All paper documents filed shall be prepared as follows:*
 - (a) *typed, written or printed on 8½" X 11" letter size paper, 3-hole punched;*
 - (b) *single or double sided;*
 - (c) *each page shall be numbered; and*
 - (d) *where reasonable, each line shall be numbered.*
- (3) *All documents filed electronically must be searchable and allow for key-word searching. This will require documents to be scanned with optical character recognition (OCR) or converted to OCR before they are filed with the Board.*
- (4) *The electronic copy must be an exact copy of the original signed document, including covering letters.*
- (5) *Upon request the Board may consider filing exceptions regarding the form of documents.*

Number of Paper Copies to be Filed

7. *Unless otherwise directed by the Board, a party filing a document with the Board shall:*
 - (a) *file with the Board Secretary one (1) original signed copy of each document;*
 - (b) *provide twelve (12) copies of the original document to the Board; and*
 - (c) *serve one (1) copy of each document on the other parties.*

Information Requests

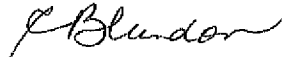
9. (1) *The parties shall observe the dates set for the issuance and filing of requests for information ("RFIs") and dates for responses to RFIs.*
- (2) *RFIs shall be:*
 - (a) *labeled with the initials of the party issuing the RFI;*
 - (b) *designated so as to provide notice of to whom the RFI is directed (i.e. PUB-NP-001; PUB-CA-001); and*
 - (c) *numbered consecutively with whole numbers and should not contain sub-numbering such as a, b, c, or i, ii, iii.*
- (3) *Responses to RFIs shall be:*
 - (a) *filed as individual pages; and*
 - (b) *numbered on the top right-hand corner of each page with the RFI number and the page number. If the response has an attachment, the RFI number and the attachment number as well as the number of pages should be included on the top right-hand corner of each page.*

Should a party wish to address an issue regarding the process or schedule, that party should provide the request or comments in writing to the Board, to the attention of the Board Secretary, and provide a copy of the request to the participants identified as having official standing in this proceeding.

Each party has identified an individual as its representative and any contact with a party should be made through the identified representative. Attached is the contact list for the purpose of distributing paper copies and electronic information.

If you have any questions please do not hesitate to contact the undersigned or the Board's Legal Counsel, Ms. Jacqui Glynn, e-mail, jgylmn@pub.nl.ca or telephone (709) 726-6781.

Yours truly,



Cheryl Blundon
Board Secretary

/cpj
e.c.c.

Newfoundland Power Inc.

Ian Kelly, QC, E-mail: ikelly@curtislaw.com

Consumer Advocate

Ms. Colleen Lacey, E-mail: clacey@odeacarle.ca

Island Industrial Customer Group

Mr. Dean Porter, E-mail: dporter@pa-law.ca