

## NERC Compliance Process Bulletin #2008-RTA-008

### NERC Requirements — Electronically-Submitted CMEP Materials

#### Version 1.1

August 9, 2010 | Process Announcement

Notice of Penalty filings submitted to the Federal Energy Regulatory Commission (FERC) by the North American Electric Reliability Corporation (NERC) will be made electronically, thereby requiring that all documents constituting the filings be in a FERC-acceptable electronic format.

FERC has provided filing guidelines regarding electronic file types, formats and security settings for documents submitted to it. These requirements and guidelines are articulated in its Submissions Guidelines document, a copy of which is posted on the FERC [Web site](#).<sup>1</sup>

Below are highlights of some of the key requirements in FERC's Submission Guidelines and to advise that NERC Compliance is adopting FERC's guidelines. Effective immediately please be sure to conform to the following with respect to any documents, records, and files that you submit to NERC in electronic form pursuant to the Regional Entity's (RE) implementation of the CMEP:

- Portable Document Format (PDF) documents must be text searchable.
- Scanned text and graphic PDF documents should be used only for documents that do not exist in an electronic format, such as copies of old documents.
- If you are converting AutoCAD or Visio files to PDF, you should use options that preserve layers and layouts. FERC strongly discourages the submission of scanned text and graphic PDF documents as submission of such documents restricts the ability of staff to conduct review and could lead to staff data requests and/or the need to file amendments.
- Use the Adobe 'Insert' command to combine multiple PDF documents into a single document rather than using the Link Tool or Attachments.
- Files must not be password protected at any level (document, worksheet, table, graphic, cell, *etc.*); they may be made read-only (*i.e.*, User cannot modify and save modified

<sup>1</sup> <http://www.ferc.gov/help/submission-guide/user-guide.pdf>.

version to same filename) but must not be copy protected or impede extraction (*i.e.*, copy-and-paste of text, graphics, pages, *etc.*) of the file's content.

If you have questions regarding a particular electronic file or record that you are submitting to NERC, please consult the FERC Submissions Guidelines document or Sara Minges, Legal Assistant, at [sara.minges@nerc.net](mailto:sara.minges@nerc.net).

Valerie Agnew  
 Manager of Enforcement Processing  
 609-452-8060

**Process disclaimer:** All processes must be adhered to for violation submittals. Submittals that do not strictly follow these processes risk being remanded back to the Regional Entity by NERC and not being reflected in the NERC database. NERC reserves the right to issue new process bulletins or modify existing process bulletins when necessary and at its discretion.

**REVISION HISTORY**

Version.	Date	Reviewers	Revision Description
1.0	May 20, 2008	NERC and Regional Entity Staff	Non-Public Document Available to Regional Staff
1.1	August 9, 2010	NERC Staff	Changed point of contact and sent from. Changed non-public status and posted publicly.