

# Requesting Transmission Service

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## **BPA Transmission Business Practice**

Version 48  
TBD

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# Requesting Transmission Service

## Version 48

This business practice describes the process and guidelines for requesting Point-to-Point (PTP) or Network Integration (NT) Transmission Service from BPA on the Open Access Same-Time Information System (OASIS).

### BPA Policy References

- [Open Access Transmission Tariff \(OATT\)](#): Sections 13, 14, 16, 17, 18, 22, 29
- [Transmission Rate Schedules/Provisions](#): Reservation Fee; Network Integration Rate; Point-to-Point Rate; Southern Intertie Rate; and Montana Intertie Rate

For more information, visit the [BPA Transmission Business Practices webpage](#) or submit questions to [techforum@bpa.gov](mailto:techforum@bpa.gov).

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## A. Long-Term Inventory Map

1. BPA has provided the Long-Term (LT) Transmission Inventory Map(s) on the [Transmission Availability webpage](#) for Customers to determine the potential impacts of a LT Firm Point to Point or Network Integration Transmission Service Request on internal paths within the BPA Transmission System.

## B. TSR Requirements

1. A Customer must have a signed Service Agreement with BPA.
  - a. Refer to the [Becoming a BPA Transmission Services Customer webpage](#) for required information and procedures.
2. A Customer must have access to the OASIS.
3. Customers must submit LT, Short-Term (ST) and Hourly TSRs on OASIS.
4. TSRs over the Network, Southern Intertie, and the Montana Intertie must be submitted as separate requests for transmission service and are evaluated independently.
5. TSRs must be submitted within the reservation windows in Section C.
6. Prior to submitting a PTP TSR, the Customer must refer to the following:
  - a. [Contract Points List](#) to verify that requested points are applicable for PTP Transmission Service.
  - b. [PTP TSR User Guide](#) for the applicable request type for submission.
  - c. Section G of this business practice for partial offer details.
  - d. Conditional Firm Service (CFS) and the TSR Study and Expansion Process (TSEP) Business Practices for Conditional Firm Service study details.
7. The MW requested in a LT Firm (LTF) PTP TSR must be a flat transmission capacity MW profile for the full duration of the reservation.
8. Prior to submitting an NT TSR, the Customer must refer to the following:
  - a. Network Integration (NT) Transmission Service Business Practice for additional details.
  - b. Contract Points List to verify that requested points are applicable for NT Transmission Service.
  - c. [NT TSR User Guide for the applicable request type and NITS submission](#).
  - d. Section G of this business practice for partial offer details.
  - e. TSR Study and Expansion Process (TSEP) Business Practice for study details.
9. A TSR must be WITHDRAWN and resubmitted as a new TSR if the Customer wants to make any changes to any field.
  - a. This does not apply to updating the Customer Comments field.
  - b. A new Queue Position will be determined based on the TSR's queued time.

- c. If BPA directs the Customer to submit a conformance TSR and a Parent TSR is identified in the Deal Ref field, BPA will override the queue time to retain the Queue Position of the Parent TSR.

10. For Deferrals, Redirects, Renewals (Reservation Priority), Consolidation, Transfers and Resales TSR submittals refer to the applicable business practices for specific requirements.

### C. TSR Submittal Timelines

- 1. The Customer must submit TSRs in accordance with the reservation timeframes specified below.

Transmission Service Products	Transmission Service Classification	NERC Priority	Reservation Window	Duration
F-Yearly PTP or F-Yearly NT	Firm	7	Beginning 10 years prior to the Service Commencement Date (SCD), up to 60 days in advance of the calendar month in which service is to commence, and less time as practicable	Begins 00:00 hours on the first day of the month for no less than a year (12 calendar months) and no more than 30 years
STF-Monthly PTP, STF-Monthly NT	Firm	7	No earlier than 365 days before delivery, up to 20 minutes prior to the start of flow	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 28 days and no more than 364 days; end date can be no later than the end of the 13th month from the TSR queue date
STF-Weekly PTP, STF-Weekly NT	Firm	7	No earlier than 14 days before delivery, up to 20 minutes prior to the start of flow	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 7 days and no more than 27 days
STF-Daily PTP, STF-Daily NT	Firm	7	No earlier than 7 days before delivery, up to 20 minutes prior to the start of flow	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 1 day and no more than 6 days

Transmission Service Products	Transmission Service Classification	NERC Priority	Reservation Window	Duration
F-Daily Loss Return	Firm	7	No earlier than 7 days before delivery, up to 15:00 of the WECC Preschedule day	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 1 day and no more than 6 days
F-Hourly Loss Return	Firm	7	No earlier than 7 days before delivery, up to 15:00 of the WECC Preschedule day	Begins at XX:00 one day and may continue up to 00:00 hours of the following day for no more than 24 hours
NF-Hourly Conc Loss Retrn	Non-Firm	2	No earlier than 15:00 of the WECC Preschedule day, up to 20 minutes prior to the start of flow	Begins XX:00 one day and may continue up to 00:00 hours of the following day for no more than 24 hours
F-Hourly PTP, F-Hourly NT	Firm	7	Beginning at 9:00 of the WECC Preschedule day, up to twenty (20) minutes prior to the start of the operating day.	Begins at XX:00 one day and may continue up to 00:00 hours of the following day for no more than 24 hours
ST Non-Firm Monthly NT	Non-Firm	6	No earlier than 60 days before delivery, up to 20 minutes prior to the start of flow	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 28 days and no more than 364 days
ST Non-Firm Weekly NT	Non-Firm	6	No earlier than 14 days before delivery, up to 20 minutes prior to the start of flow	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 7 days and no more than 27 days
ST Non-Firm Daily NT	Non-Firm	6	No earlier than 2 days before delivery, up to 20 minutes prior to the start of flow	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 1 day and no more than 6 days

Transmission Service Products	Transmission Service Classification	NERC Priority	Reservation Window	Duration
NF-Hourly NT	Non-Firm	6	Beginning at 10:00 of the WECC Preschedule day, up to the end of the Operating Hour.	Begins XX:00 one day and may continue up to 00:00 hours of the following day for no more than 24 hours
ST Non-Firm Monthly PTP	Non-Firm	5	No earlier than 60 days before delivery, up to 20 minutes prior to the start of flow	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 28 days and no more than 364 days
ST Non-Firm Weekly PTP	Non-Firm	4	No earlier than 14 days before delivery, up to 20 minutes prior to the start of flow	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 7 days and no more than 27 days
ST Non-Firm Daily PTP	Non-Firm	3	No earlier than 2 days before delivery, up to 20 minutes prior to the start of flow	Begins 00:00 hours one day and ends 00:00 hours of a following day for no less than 1 day and no more than 6 days
NF-Hourly PTP	Non-Firm	2	Beginning at 10:00 of the WECC Preschedule day, up to the end of the Operating Hour	Begins XX:00 one day and may continue up to 00:00 hours of the following day for no more than 24 hours
NF-Secondary Hourly PTP	Non-Firm	1	Beginning at 10:00 of the WECC Preschedule day, to the end of the Operating Hour	Begins XX:00 one day and may continue up to 00:00 hours of the following day for no more than 24 hours

Within this table, “days” represent Calendar Days.

### D. Completed Application Criteria for LTF TSRs

1. A Completed Application for an Original/Redirect PTP or for an Original NT TSR includes:
  - a. A valid TSR on OASIS.
  - b. Required deposits and Non-Refundable Processing Fees paid and received in the timeframe specified.

- c. A valid Data Exhibit.
  - d. Supplemental information is submitted, if required.
2. Once BPA receives a Completed Application, BPA will change the OASIS status of the TSR to STUDY.
  3. Within 30 Calendar Days of receiving a Completed Application, BPA will respond to the Customer with either an offer of service or a notice that an offer cannot be made at this time.
  4. Changes cannot be made to an existing TSR, the TSR must be WITHDRAWN by the Customer.
  5. If the Customer submits a new TSR, the queue time will be the time the TSR is QUEUED on OASIS.
  6. If the TSR is for conformance, the queue time will be overridden to match the Parent TSR's queue time.

### E. TSR Deposits and Non-Refundable Processing Fees

1. The following table identifies which TSR transactions require a TSR Deposit, Non-Refundable Processing Fee, and/or supplemental information:

TSR	Deposit Required	\$10,000 Non-Refundable Processing Fee Required	Supplemental Information Required
Original LTF PTP	Yes	Yes	Data Exhibit
Redirect LTF PTP	No	No	Data Exhibit
Original LTF NT TSR for a New Network Customer	Yes	Yes	Attestation Data Exhibit
LTF NT TSR for service to New Network Load	Yes	Yes	Attestation Data Exhibit
NT: ST Firm (STF), Hourly Firm, and Hourly Non-Firm	No	No	Attestation
Addition or Modification of a Designated Network Resource (DNR) to an existing NT Service Agreement	No	No	Attestation Data Exhibit*
Deferral (Extension for Commencement of Service)	No, refer to the Deferral of Transmission Service (Extension for Commencement of Service) Business Practice for reservation fee requirements	No	None
*Required unless the customer is netting against an FTSR from the same resource			

2. The Customer must provide a TSR Deposit and a Non-Refundable Processing Fee for each TSR according to the requirements in the table above.
3. LTF PTP TSR Deposit Amount:
  - a. The TSR Deposit is equal to the charge for one (1) month of PTP Transmission Service using the applicable monthly rate for PTP Transmission Service in effect at the time the TSR is placed into a QUEUED status on OASIS.
  - b. The amount of the TSR Deposit is calculated based on the TSR MWs requested and does not reflect associated Ancillary Services costs or credits for Short Distance Discount (SDD).
  - c. All TSR Deposits are non-transferrable and may not be used as a Deposit for another TSR.
4. LTF NT TSR Deposit amount:
  - a. The TSR Deposit is equal to the charge for one (1) month of NT Transmission Service based on the MWs requested using the NT Rate Base Charge in effect at the time the TSR is placed into a QUEUED status on OASIS.
  - b. The amount of the TSR Deposit is calculated based on the TSR MWs requested and does not reflect associated Ancillary Services costs or credits for SDD.
  - c. All TSR Deposits are non-transferable and may not be used as a deposit for another TSR.
5. Non-Refundable Processing Fee:
  - a. In addition to a TSR Deposit, the Customer must provide a separate \$10,000 Non-Refundable Processing Fee to BPA for each TSR according to the requirements in the table above.
6. Receipt of TSR Deposit and Non-Refundable Processing Fee:
  - a. The TSR Deposit must be received by BPA, or into an escrow account, by Close of Business (COB) no later than five (5) Business Days after the OASIS status of the TSR is changed to RECEIVED or the OASIS status of the TSR will be changed to DECLINED and the TSR will receive no further consideration.
  - b. The Non-Refundable Processing Fee must be received by BPA by COB no later than five (5) Business Days after the OASIS status of the TSR is changed to RECEIVED or the OASIS status of the TSR will be changed to DECLINED and the TSR will receive no further consideration.
7. TSR Deposit Funds and Non-Refundable Processing Fee Payment Options:
  - a. Funds may be deposited either directly with BPA or into an escrow account established by the Customer.
  - b. The Non-Refundable Processing Fee must be paid directly to BPA and cannot be placed into an escrow account.
  - c. Customers submitting a TSR Deposit with BPA may include the Non-Refundable Processing Fee with the same payment.
  - d. Funds deposited with BPA will not earn interest.



- e. TSR Deposit Funds and Non-Refundable Processing Fees paid directly to BPA.
    - i. TSR Deposit Funds and Non-Refundable Processing Fees must be remitted in accordance with [BPA Payment Instructions](#). Customers may also contact BPA's Accounts Receivable at (503) 230-5788 or the Customer's assigned Transmission Account Executive for instructions.
    - ii. When making electronic payments, Customers must include the words "TSR Deposit" or reference at least one of the TSR numbers submitted in the memo field.
  - f. In limited circumstances, paper checks will be accepted if a Customer is able to demonstrate the inability to pay electronically. Prior to sending a paper check, the Customer must contact the Customer's assigned Transmission Account Executive for instructions.
8. Establishing and funding an escrow account for TSR Deposits:
- a. An escrow agreement must be established in advance of submitting a TSR to meet the deposit timelines set out in Section M.
  - b. The Customer must acknowledge in the agreement that the escrow account is for the benefit of BPA.
  - c. An escrow account and the related agreement must be with a federally chartered financial institution specified by BPA, which will act as Escrow Agent (Agent) for the Customer. To establish an escrow account, send a written request to [escrow@bpa.gov](mailto:escrow@bpa.gov).
  - d. The Customer is solely responsible for the setup costs and administrative fees associated with the escrow account.
  - e. The Customer must notify [escrow@bpa.gov](mailto:escrow@bpa.gov) of the establishment of an escrow account.
  - f. The Customer must ensure that the Agent notifies [escrow@bpa.gov](mailto:escrow@bpa.gov) of the Agent's receipt of the deposited funds when received by the Agent.
  - g. The Customer must notify [escrow@bpa.gov](mailto:escrow@bpa.gov) in writing that the funds have been deposited into the established escrow account.
  - h. The Customer must place the required deposit for each TSR into the escrow account.
  - i. Additional deposits for separate TSR(s) may be made into the existing escrow account, but they must be separately identified and accounted for in a sub-account.
9. TSR Deposit Treatment:
- a. For TSRs with a final OASIS status of DECLINED, REFUSED, WITHDRAWN, RETRACTED or CONFIRMED:
    - i. If the TSR Deposit was paid directly to BPA, the TSR Deposit will be returned within 30 Calendar Days of the final status change of the TSR on OASIS.
    - ii. If the TSR Deposit is in an escrow account, BPA will authorize the release of the TSR Deposit with any accrued interest within 30 Calendar Days of the final status change of the TSR on OASIS.

- b. A pending refund may not be used as the TSR Deposit for a newly submitted TSR.

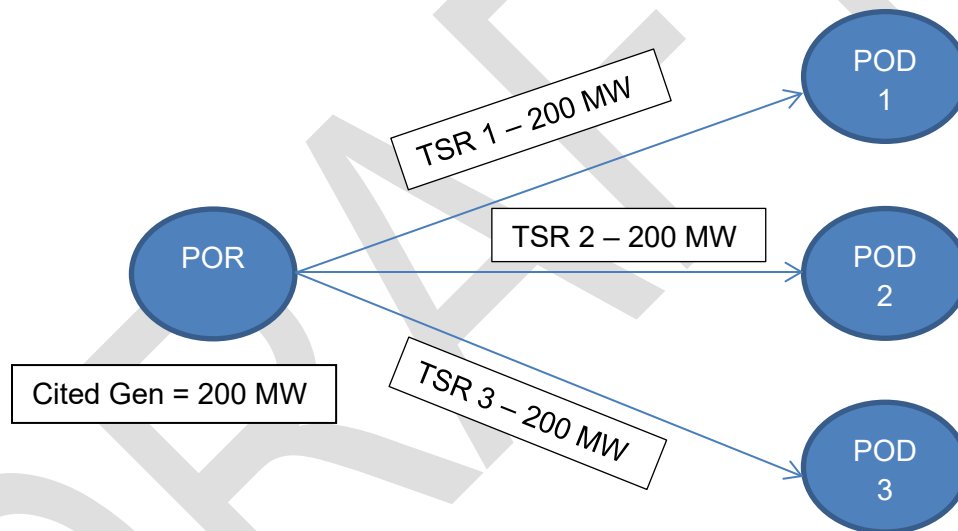
## **F. Data Exhibit Submittal and Validation for LTF TSRs**

1. Data Exhibits are required for all paths, including Southern Intertie and Montana Intertie.
2. The Customer must submit a completed PTP Data Exhibit (Data Exhibit) for each Original or Redirect TSR for PTP Transmission Service or NT Data Exhibit for each Original request for NT Transmission Service, per the BPA OATT Section 17.2 for PTP or Section 29.2 for NT. Data Exhibit forms are located on the [BPA Business Practice Forms webpage](#).
  - a. A Customer is not required to submit a Data Exhibit for:
    - i. An NT TSR that is netting against a Forecasted Network Resource TSR (FTSR), provided the resource requested matches the FTSR or resources noted in the footnote of the close out letter for the FTSR;
    - ii. A remainder TSR;
    - iii. A conformance TSR; or
    - iv. A Follow-On TSR.
3. The following requirements must be met or the TSR will be DECLINED on OASIS and will receive no further consideration for service.
  - a. The completed Data Exhibit must be submitted on the same day the TSR is queued.
  - b. The current Data Exhibit form must be used.
  - c. Customer TSR information (Section A) of the Data Exhibit must be an exact match with the OASIS TSR.
4. Completed Data Exhibits must be submitted to [tblresdesk@bpa.gov](mailto:tblresdesk@bpa.gov) with a copy to the Customer's assigned Transmission Account Executive. The subject line of the email should identify the TSR AREF number and the Customer name (e.g., "TSR ##### – Customer Name").
5. BPA will review the resource and load information submitted and notify the Customer by email if there are any deficiencies.
  - a. The Customer will have five (5) Business Days from the receipt of BPA's notice to rectify deficiencies.
    - i. If the Customer fails to rectify their deficiencies in the time period provided, the TSR will be DECLINED on OASIS and will receive no further consideration for service.
    - ii. If no deficiencies are found or deficiencies are rectified within the five (5) Business Days, the TSR will be updated to STUDY on OASIS.
  - b. See Section F.8 for timing regarding updates to previously validated Data Exhibits.
6. If the Customer's TSR is DECLINED prior to the start of a study (Individual Study or Cluster Study) for the reasons stated in this Section F, the Customer's deposit will be

returned within 30 Calendar Days, without interest, or the release of escrow funds will be authorized.

7. Data Exhibit validation for LTF TSRs with demand amounts that exceed cited Generating Facility capability (Cumulative Demand):
  - a. If the Customer has one or more TSR(s) and associated Data Exhibit(s) for which the cumulative amount of service (TSRs plus existing reservations of the Customer) at the same POR exceeds the generation facility capability cited in the Data Exhibit (see example below), BPA and the Customer must coordinate as described in this section. This coordination supports BPA's validation of the Data Exhibit to determine the appropriate assumptions for evaluating the impact of the TSR(s). BPA will contact the Customer in this situation, identify the set of TSRs and Data Exhibits with this cumulative demand issue, and provide information regarding how to proceed.

Example:



POR – Point of Receipt

Cited Gen – Generation Facility Capability Cited in Data Exhibits

POD – Point of Delivery

TSR – Transmission Service Request

- b. Within five (5) Business Days of BPA notifying the Customer and identifying the TSR(s) and Data Exhibit(s) with a cumulative demand issue, the Customer must proceed with one of the three following options:
  - i. Confirm in writing that the Customer: 1) elects for BPA to study a cumulative amount of requested service equal to the generation facility capability cited in the Data Exhibit(s); and 2) will not, after completion of the study, seek to move forward with a cumulative amount of requested service that exceeds the generation facility capability in the Data Exhibit(s).

1. TSRs the Customer elects not to move forward with to limit the cumulative amount of requested service consistent with the Customer's written confirmation under Section F.6.b.i must be WITHDRAWN on OASIS in accordance with instructions provided by BPA after the study is complete. If the Customer does not withdraw the TSR(s) in accordance with BPA's instructions, BPA has the right to change the OASIS status of the TSR(s) to DECLINED and the TSR(s) will receive no further consideration.
  - ii. Submit modified Data Exhibit(s) for review and validation by BPA, identifying additional generation facilities associated with the TSRs such that the cumulative amount of service requested in the TSRs does not exceed the generation capability cited in the Data Exhibit(s); or
  - iii. Provide other information for BPA to evaluate that would allow BPA to determine alternate planning assumptions for that set of TSRs.
8. Requirements to maintain a valid Data Exhibit.
  - a. After a Data Exhibit has been validated, the information in the Data Exhibit must remain valid throughout the period the TSR is being analyzed and studied, including through the preliminary engineering and environmental study periods.
  - b. If any information in a previously validated Data Exhibit changes or becomes outdated, the Customer must notify BPA immediately.
  - c. If the Customer notifies BPA, or BPA notifies the Customer, that information in a previously validated Data Exhibit has changed or become outdated, the Customer must provide updated information to correct the deficiency. BPA will then determine if the information is sufficient to correct the deficiency.
    - i. Once the Individual Study or Cluster Study (study) for the TSR has begun, if resource information changes, the subsequent resource must, at a minimum, have the same electrical location, MW capability, and fuel type as the previously specified resource.
    - ii. If information in the Data Exhibit changes prior to or during a study, a Customer will have five (5) Business Days to provide updated information to reestablish a valid Data Exhibit. This applies following acceptance and initial validation of the Data Exhibit until the Customer has received the study results.
    - iii. If information in the Data Exhibit changes after the Customer has received their Study results (including during the preliminary engineering or environmental study periods of a required plan of service), a Customer will have 30 Calendar Days to provide updated information to reestablish a valid Data Exhibit.
  - d. If the Customer cannot provide information that reestablishes a valid Data Exhibit in the applicable timeframe, the TSR will be DECLINED and the TSR will receive no further consideration.

## **G. Partial Service Consideration Criteria for LTF TSR**

### **Submittal**

1. Partial Service is Firm PTP or NT Transmission Service that can be provided for a portion of the term (from six (6) months up to four (4) years) and/or demand (MW) of the TSR.
2. Under certain circumstances, BPA may be able to offer Partial Service without Reservation Priority (Renewal) and Extensions of Commencement of Service (Deferral).
  - a. To be considered for such a Partial Service offer, the Customer must, at the time of the TSR submittal, specify in the TSR Customer Comment field that the Customer wants the TSR considered for Partial Service without Reservation Priority and Deferral rights. (Example: Partial Service w/o Renewal/Deferral).
  - b. A TSR for which a Customer includes this comment will also be eligible for offers of Partial Service that include Reservation Priority (Renewal) and Extensions for Commencement of Service (Deferral) consideration.
3. If the Customer does not provide a Partial Service Customer comment, the TSR will only be considered for Partial Service offers with Reservation Priority and Extensions for Commencement of Service consideration.
4. The requirements of Sections G.2 and G.3 do not apply to offers of Conditional Firm Service.
5. If a TSR whose remaining duration is less than one (1) year but 60 Calendar Days or more from the requested Stop Date, a Partial Service offer would be for the remainder of the requested term.

## **H. Newpoint Designation for LTF TSR Submittal**

1. The Customer must designate Newpoint on a TSR when a specific point is not modeled on OASIS for the resource or load identified with the transmission service.
2. Prior to approving a Newpoint designation, BPA will consider whether granting the Newpoint will negatively impact transmission service to other Customers and is consistent with good utility practice and contractual commitments.
3. Newpoint can only be designated for a LTF-YEARLY PTP or LTF-YEARLY NT request.
  - a. The Source and/or Sink must be NEWPOINT
  - b. The POR and/or POD must be NEWPOINTBPAT
4. The Data Exhibit for a Newpoint TSR must include a location reference to how the resource or load is expected to be connected to the BPA transmission system.
  - a. The location reference must include the substation and voltage (existing facility or a specific identified plan of service).
  - b. The location reference cannot be modified once the TSR Data Exhibit is validated.
  - c. In order to be used at a location different than the identified location reference, a new TSR (Original (PTP/NT) or Redirect (PTP)) must be submitted, which will be subject to additional validation and study.

5. Processing Newpoint TSRs:
  - a. Within 15 Calendar Days of receipt of a TSR designating Newpoint, BPA will:
    - i. Determine an existing location (substation and voltage) to assess transmission system impacts, consistent with the location reference in the TSR Data Exhibit.
    - ii. The assessment location will be identified in the posted [Long-Term Pending Queue](#).
6. If BPA determines it can make an offer of service to a TSR requesting Newpoint, BPA will offer the Customer a Service Agreement Exhibit with a Source/POR and/or Sink/POD consistent with the location reference in the TSR Data Exhibit.
  - a. The Customer must conform its Newpoint TSR by submitting a new Preconfirmed TSR that matches the TSR conformance instructions the Customer receives from the Customer's assigned Transmission Account Executive within five (5) Business Days.
  - b. The Deal Ref of the conformance TSR must reference the parent Newpoint TSR number in order to preserve the Customer's queue time.
  - c. Within 15 Calendar Days of the Date of Tender, the Customer must countersign the Exhibit for the offer of service.
  - d. If the Customer fails to execute the Exhibit for the offer of service, BPA will update the OASIS status of both the conformed TSR and the Newpoint TSR to DECLINED and the TSR will receive no further consideration.
  - e. Customers executing the Exhibit for the offer of service have the right to utilize that service in accordance with the BPA OATT.
7. BPA may build new OASIS Source/POR and/or Sink/POD points for the resource or load identified with the Newpoint TSR.
  - a. A PTP Customer must conform a TSR to the identified Source/POR and/or Sink/POD as directed by BPA in order to use the service from the new point(s).
    - i. If the Customer executed an Exhibit for an offer of service for a Newpoint TSR from a different Source/POR or Sink/POD (proxy) than the newly created points, the Customer must further conform their service by submitting a Preconfirmed Redirect TSR to the newly created points. Refer to the Redirect of Transmission Service Business Practice for guidelines on submitting a Redirect TSR.
    - ii. If the Redirect TSR is received within 30 Calendar Days from the date BPA has provided notification to the Customer that a new Source/POR and/or Sink/POD has been created on OASIS corresponding to the location reference in the Newpoint TSR Data Exhibit, BPA will deem the Redirect TSR to have no impacts and will grant the Redirect TSR.
    - iii. If the Redirect TSR is received after 30 Calendar Days from notification, or if the newly created points are not consistent with the location reference in the Newpoint TSR Data Exhibit, it will be assessed for impacts as a new Redirect Request.
  - b. BPA will give NT Customers specific instructions on how to conform TSR(s).



## I. Short-Term & Hourly TSR Processes

1. ST NT TSRs:
  - a. Monthly, Weekly, and Daily ST Firm and Non-Firm Secondary Hourly PTP requests may contain a shaped MW demand.
  - b. The shaped MW demand may only be in the increments of service requested:
    - i. Monthly NT Service may be shaped in monthly increments.
    - ii. Weekly NT Service may be shaped in weekly increments.
    - iii. Daily NT Service may be shaped in daily increments.
    - iv. Hourly NT Service may be shaped in hourly increments.
  - c. A shaped service in the Monthly, Weekly, and Daily increments may include 0 MW increments, except at the beginning or the end of the profile.
  - d. A shaped service in Hourly increments may include 0 MW, including at the beginning and/or end of the profile.
2. ST PTP TSRs
  - a. Monthly, Weekly, and Daily ST Firm and Non-Firm requests MW demand cannot be shaped.
  - b. Hourly requests can be shaped.
    - i. A shaped service in Hourly increments may include 0 MW, including at the beginning and/or end of the profile.
3. Upon submittal, ST Firm and Non-Firm TSRs are evaluated for ATC and Network Congestion impacts in accordance with the Transmission Service Requests (TSR) Evaluation Business Practice.
  - a. If ATC is insufficient to make a full offer, TSRs will be evaluated for the opportunity to challenge earlier-submitted but lower reservation priority TSRs and reservations for ATC as set forth in the [Preemption of Short-Term Transmission Service Business Practice](#).
4. If BPA has sufficient ATC to make a full offer, the TSR will be given an OASIS status of ACCEPTED.
  - a. If the TSR was submitted Preconfirmed, the OASIS status of the TSR will automatically change to CONFIRMED.
  - b. If the TSR was not submitted Preconfirmed, the Customer may WITHDRAW or CONFIRM the TSR on OASIS within the specified time limit in the Response Field of the TSR. The time limit can be found in Section R.
    - i. If the Customer does not respond within the specified time limit, the OASIS status of the TSR will automatically change to a final state of RETRACTED, and the TSR will receive no further consideration.

5. If BPA does not have sufficient ATC to make a full offer but has sufficient ATC to make a Partial Service offer, BPA will set the OASIS status to COUNTEROFFER.
  - a. Monthly, Weekly, and Daily ST Firm TSRs will be COUNTEROFFERed in flat Daily increments.
    - i. Hourly TSRs may be COUNTEROFFERed in shaped Hourly increments.
  - b. A Customer may rebid capacity once BPA changes a TSR for PTP or NT Transmission Service to any of the following statuses on OASIS: ACCEPTED, CR\_ACCEPTED, COUNTEROFFER, or CR\_COUNTEROFFER. See Section P for REBID information.
6. An annulment request may be submitted for a CONFIRMED TSR (Reservation) to the Reservation Desk at [tblresdesk@bpa.gov](mailto:tblresdesk@bpa.gov) with the following information:
  - a. AREF of the Reservation to be annulled.
  - b. Reason(s) that the Reservation is incorrect per the list below:
    - i. POR/POD
    - ii. Product Type
    - iii. Start/Stop Date
    - iv. MW
  - c. Replacement TSR for an Original Reservation.
    - i. The queue date of the Replacement TSR must be within three (3) Business Days of the Original Reservation queue date.
    - ii. A Replacement TSR is not required for Losses and Redirect Reservation annulments.
7. Annulment actions will not be taken if:
  - a. An Original Reservation was submitted with an error and the Customer is unable to provide a Replacement TSR to correct the error; or
  - b. A Reservation has any actions (*i.e.*, Redirects, Resales, or e-Tags) that decrement the Reservation; or
  - c. A Reservation has been competed per the [Preemption of Short-Term Transmission Service Business Practice](#).
8. Customers should submit a TSR and its associated e-Tag(s) only for the purpose of using the reserved transmission rights to deliver energy products across the identified path to the specified delivery location for non-firm transmission.
  - a. The intentional creation and withdrawal of e-Tags with no expectation of actual energy delivery for the intended purpose of creating counter-flow ATC to allow a Customer to acquire additional non-firm transmission rights, is not considered a genuine transaction.
  - b. This behavior impacts BPA's ability to efficiently and equitably manage its transmission product offerings pursuant to the BPA OATT.



## J. Columbia Market Reservation Point for Short-Term TSR

### Submittal

1. In the Short-Term (ST) market, a Customer may submit a TSR using the Columbia Market (COLUMBIAMKT) reservation point as a POR/POD to e-Tag either MIDCRremote or Northwest Market Hub (NWH).
  - a. The COLUMBIAMKT reservation point has a PTDF composite of the NWH and the MIDCRremote reservation points.
  - b. COLUMBIAMKT is not available for use in the Long-Term market.
  - c. For associated e-Tag points, refer to the [Reservation to E-Tag Point Relationships document](#).

## K. Service Across Multiple Transmission Systems (SAMTS)

### LT and ST TSR Submittal

1. Customers may submit a Coordinated Request (CR) on OASIS that is linked to other TSRs or reservations.
  - a. A linked TSR is referred to as a CR.
  - b. A group of TSRs and/or reservations is referred to as a Coordinated Group (CG).
2. The following Service Types and increments are eligible to be CR.
  - a. LTF-YEARLY PTP
  - b. LTF-YEARLY NT
  - c. STF-MONTHLY PTP
  - d. STF-MONTHLY NT
  - e. NF-MONTHLY PTP
  - f. NF-MONTHLY NT
3. Newpoint and Resale TSRs/reservations are not eligible for CRs.
4. CR TSRs in the CG do not have to have the same capacity or duration as the other TSRs.
5. BPA's CRs are queued and evaluated the same as any other TSR as set forth in the Transmission Service Request (TSR) Evaluation Business Practice.
6. A CG is not considered valid unless there are at least 2 different Transmission Providers within the CG.
7. Within 24 hours of the CR submittal, the Customer must attest that the CG has a contiguous reservable market path.
  - a. BPA will not accept or counteroffer a CR until the Customer meets the attestation requirement.
  - b. Until the Customer accepts the attestation requirement, a CR will not be considered eligible to challenge under the Preemption process set forth in the [Preemption of Short-Term Transmission Service Business Practice](#).

8. The Customer must update the OASIS status from PROPOSED to ATTESTED within 24 hours from the TSR queue time.
  - a. The OASIS status will automatically be updated to INVALID if the Customer does not attest within the 24 hours.
9. After the evaluation of the CR TSR, BPA will update the OASIS status of the CR TSR to CR\_ACCEPTED or CR\_COUNTEROFFER if a full or partial offer of service is awardable.
10. BPA can change the OASIS status of the CR TSR to a final state (*i.e.*, INVALID, REFUSED, *etc.*) at any time as set forth in BPA business practices.
11. A Customer may REBID capacity of a CR in a CR\_ACCEPTED or CR\_COUNTEROFFER state when any TSR in the CG is denied or the capacity offered is less than the capacity requested.
  - a. Refer to the PTP TSR User Guide for REBID information.
  - b. A Customer cannot rebid if all of the CRs in the CG are CONFIRMED.
  - c. The CR TSR will not be considered a Defender in the Preemption process while the OASIS status is CR\_ACCEPTED, CR\_COUNTEROFFER, or REBID.
12. The Customer has the option to change the status from CR\_ACCEPTED or CR\_COUNTEROFFER to CONFIRMED prior to knowing the final disposition of all CRs.
13. The Customer must change the TSRs CR Disposition to the type of service being offered and enter the CR Disposition Time to notify the Transmission Providers impacted by the CR when a response has been made to any of the TSRs in the CG.
14. The process for offering and confirming service is the same as any other TSR once the confirmation time limit of the CR is initiated. The confirmation time limit is initiated when all TSRs in the CG have been placed in CR\_ACCEPTED, CR\_COUNTEROFFER, or any final status.
15. Once a CR is CONFIRMED on OASIS, it will be considered eligible to be a Defender in the Preemption process the same as any other ST reservation.

## **L. Third Party Supply of Balancing Reserves ST TSR**

### **Submittal**

1. Reserved on Firm Hourly, Daily, Weekly, or Monthly PTP Transmission Service.
2. Delivered to new Third Party Supply or Self Supply Centroid. A Centroid is a unique scheduling point designated by BPA for delivery of power from an INC Resource to supply balancing to a virtual facility.
3. BPA will not evaluate AFC impacts, nor encumber AFC capacity on BPA's flow-based paths.
4. BPA will evaluate ATC impacts and will encumber ATC capacity on BPA's 1:1 paths.
5. Reservations on BPA's 1:1 paths will be subject to Preemption as set forth in the [Preemption of Short-Term Transmission Service Business Practice](#).
6. Reservations used for Third Party Supply or Self Supply Balancing Reserves will be charged in accordance with the prevailing Firm PTP Rate Schedule.

7. Customers will receive a billing credit for the transmission allocation scheduled for delivery of Third Party Supply or Self Supply of Balancing Reserves.

## M.TSR Validation Denial Reasons

1. If a TSR is deemed INVALID, REFUSED or DECLINED, one of the denial reasons in Section M will be stated in the Seller Comment field of the TSR describing why the TSR was denied.

TSR Validation Rules	
Denial Reason (Seller Comments)	Rule Description
Insufficient Available Flowgate Capacity (AFC)	Verifies the AFC requested by the TSR is available
Insufficient ATC	Verifies the ATC requested by the TSR for the intertie and/or regional interconnection is available
INVALID Cust, Cont #, or Type	Validates the Customer's contract and the requested type of service is valid for the specified contract
INVALID Deferral Criteria	Verifies that the Deferral TSR is prepared in accordance with the documented Deferral rules
INVALID POR or POD	Verifies that the POR/POD data on the TSR match BPA PORs and PODs
INVALID POR/Source or POD/Sink (LT only)	Verifies that the TSR Source/Sink is entered and maps to the POR/POD
INVALID Price Entered	Verifies ceiling price entered on TSR
INVALID Redirect Criteria	Verifies that the Redirect TSR is prepared in accordance with the documented Redirect rules
INVALID Renewal Criteria	Verifies that the Renewal TSR is prepared in accordance with the documented Renewal rules
INVALID Resale Criteria	Verifies that the Resale TSR is prepared in accordance with the documented Resale rules
INVALID Source/Sink	Verifies that the Source/Sink data on the TSR match BPA Source/Sink data
Timing Validation Failed	Verifies service timing rules and verifies WECC Preschedule Calendar and BPA timing rules
3PS, .SS, and SUP TSR Checks	Verifies TSRs with PORs or PODs ending in .3PS, SS, or .SUP are for Firm Hourly, Daily, Weekly, or Monthly PTP service
Partial Service Profile	Verifies that the TSR profile matches its service increment

2. BPA retains the right to add or change denial reasons without notice.
3. BPA will change the status of the LTF TSR from QUEUED to RECEIVED, once BPA verifies that the information in each of the required TSR fields is valid.

## N. Offering Long-Term Firm Transmission Service

1. If BPA is able to make a full service offer to the Customer:
  - a. BPA will tender the Customer a signed original of the Exhibit for PTP or NT Transmission Service.
  - b. The Customer must countersign and return the original Exhibit to BPA no later than COB on the 15th Calendar Day from the date of tender to the Customer.
  - c. If the Customer fails to countersign and return the original Exhibit within the specified timeframe, BPA will change the OASIS status of the TSR to DECLINED and the TSR will receive no further consideration.
  - d. If the Customer countersigns and returns the original Exhibit within the specified timeframe BPA will change the OASIS status of the TSR to ACCEPTED.
    - i. If the TSR is Preconfirmed, the TSR status will update automatically to a CONFIRMED status on OASIS.
    - ii. If the TSR is not Preconfirmed, the Customer must change the OASIS status of the TSR to CONFIRMED no later than COB on the 15th Calendar Day after the date BPA changes the OASIS status to ACCEPTED; and
    - iii. If the Customer does not place the TSR into a CONFIRMED status within 15 Calendar Days, the TSR status will automatically change to RETRACTED and the TSR will receive no further consideration.
  - e. The Customer may REBID a non-Preconfirmed TSR that is in ACCEPTED status. If the Customer submits a REBID, BPA will revise the Exhibit to reflect the reduced capacity due to the REBID and proceed again with Sections N.1.a through N.1.e.
2. If BPA is able to make a Partial Service offer to the Customer:
  - a. BPA will tender the Customer a signed original of the Exhibit for PTP or NT Transmission Service.
  - b. The Customer must countersign and return the original Exhibit to BPA no later than COB on the 15th Calendar Day from the date of tender to the Customer.
  - c. If the Customer fails to execute and return the original Exhibit within 15 Calendar Days, BPA will change the OASIS status of the TSR to DECLINED and the TSR will receive no further consideration.
  - d. If the Customer countersigns and returns the original Exhibit within the specified timeframe BPA will change the OASIS status of the TSR to COUNTEROFFER.
  - e. The Customer will have 15 Calendar Days to change the OASIS status of the TSR to REBID, CONFIRMED or WITHDRAWN whether or not the TSR has been Preconfirmed.
    - i. The Customer may CONFIRM the COUNTEROFFER (See the PTP TSR User Guide for counteroffer confirmation process steps); or
    - ii. The Customer may rebid the COUNTEROFFER (See Section P of this business practice for information and the PTP TSR User Guide for REBID process steps).

3. If the Customer fails to respond within the specified time limit, BPA will update the OASIS status to DECLINED, for REBID, the status in OASIS will automatically change to RETRACTED and the TSR will receive no further consideration.
4. If the termination date of a Partial Service offer that has Reservation Priority is one year or less from its Stop Date, the Customer must submit a Renewal TSR on the same day the Partial Service TSR is CONFIRMED to maintain Reservation Priority.

## O. Offering Conditional Firm Service

1. BPA will offer Conditional Firm Service (CFS) consistent with the Conditional Firm Service (CFS) and Conditional Firm Service (CFS) Reconsideration Pilot Business Practices.
  - a. The term of the Conditional Firm Service (CFS) Reconsideration pilot is limited to the three TSR Study and Expansion Process (TSEP) cycles beginning after the 2023 TSEP. BPA reserves the right to suspend the CFS Reconsideration Pilot at any time.
2. If BPA is able to make a full service offer to the Customer, the following will apply:
  - a. BPA will tender the Customer a signed original of the Exhibit for PTP Transmission Service.
  - b. The Customer must countersign and return the original Exhibit to BPA no later than COB on the 15th Calendar Day from the date of tender to the Customer.
    - i. If the Customer fails to countersign and return the original Exhibit for Bridge CFS within the specified timeframe, the TSR will receive no further consideration for CFS unless the Customer requests reconsideration of an eligible TSR in accordance with the [Conditional Firm Service \(CFS\) Reconsideration Pilot](#).
    - ii. If the Customer fails to countersign and return the original Exhibit for Reassessment CFS within the specified timeframe, BPA will change the OASIS status of the TSR to DECLINED and the TSR will receive no further consideration.
  - c. If the Customer countersigns and returns the original Exhibit within the specified timeframe, BPA will change the OASIS status of the TSR to ACCEPTED.
    - i. If the TSR is Preconfirmed, the TSR status will update automatically to a CONFIRMED status on OASIS.
    - ii. If the TSR is not Preconfirmed, the Customer must change the OASIS status of the TSR to CONFIRMED no later than COB on the 15th Calendar Day after the date BPA changes the OASIS status to ACCEPTED.
    - iii. If the Customer does not place the TSR for Bridge CFS into a CONFIRMED status within 15 Calendar Days, the TSR will be returned to an OASIS status of STUDY and receive no further consideration for CFS unless the Customer requests reconsideration of an eligible TSR in accordance with the [Conditional Firm Service \(CFS\) Reconsideration Pilot](#).

- iv. If the Customer does not place the TSR for Reassessment CFS into a CONFIRMED status within 15 Calendar Days, BPA will change the OASIS status of the TSR to RETRACTED and the TSR will receive no further consideration.
      - d. The Customer may REBID a non-Preconfirmed TSR that is in ACCEPTED status. If the Customer submits a REBID, BPA will revise the Exhibit to reflect the reduced capacity due to the REBID and proceed again with Sections O.2.a through O.2.c.
3. If BPA is able to make a Partial Service offer of Conditional Firm Service to the Customer, the following will apply:
- a. BPA will tender the Customer a signed original of the Exhibit for PTP Transmission Service.
  - b. The Customer must countersign and return the original Exhibit to BPA no later than COB on the 15th Calendar Day from the date of tender to the Customer.
    - i. If the Customer fails to sign and return a CFS partial offer for Bridge CFS that matches the Stop Date of the originally requested service term within 15 Calendar Days from the date of tender, the TSR will receive no further consideration for Conditional Firm Service unless the Customer requests per the Conditional Firm Service (CFS) Reconsideration Pilot.
    - ii. If the Customer fails to sign and return a CFS partial offer for Bridge CFS that does not match the Stop Date of the originally requested service term, within 15 Calendar Days from the date of tender, the TSR will remain eligible for Conditional Firm Service.
    - iii. If the Customer fails to sign and return a partial offer for Reassessment CFS, within 15 Calendar Days from the date of tender, the TSR will be RETRACTED and receive no further consideration.
  - c. If the Customer countersigns and returns the original Exhibit within the specified timeframe BPA will change the OASIS status of the TSR to COUNTEROFFER.
  - d. The Customer will have 15 Calendar Days to change the OASIS status of the TSR to REBID, CONFIRMED or WITHDRAWN, whether or not the TSR has been Preconfirmed.
    - i. The Customer may CONFIRM the COUNTEROFFER (see the PTP TSR User Guide for counteroffer confirmation process steps); or
    - ii. The Customer may rebid the COUNTEROFFER (see Section P of this business practice for information and the PTP TSR User Guide for REBID process steps).
  - e. If the Customer fails to respond to an offer of Bridge CFS within the specified time limit, BPA will take the necessary OASIS actions to return the TSR status to STUDY.
    - i. For REBID, the OASIS system will automatically change the status to ACCEPTED and if the Customer fails to respond within the specified time limit, BPA will take the necessary OASIS actions to return the TSR status to STUDY.



- f. If the Customer fails to respond to an offer of Reassessment CFS within the specified time limit, the TSR will be RETRACTED and receive no further consideration.
  - i. For REBID, the OASIS system will automatically change the status to ACCEPTED and if the Customer fails to respond within the specified time limit, the status in OASIS will automatically change to RETRACTED and the TSR will receive no further consideration.
4. If the termination date of a Partial Service offer that has Reservation Priority is one year or less from its Stop Date, the Customer must submit a Renewal TSR on the same day the Partial Service TSR is CONFIRMED to maintain Reservation Priority.

## **P. Remainder TSR Submittal Due to Partial Long-Term Service Offer**

1. A Customer that accepts an offer of Partial Service may submit a Remainder TSR for the portion of the term and/or amount of demand that the Customer initially requested but was not included in the offer of Partial Service (Parent TSR).
2. The Customer must submit a Preconfirmed Remainder TSR within five (5) Business Days of the Parent TSR being CONFIRMED on OASIS.
  - a. BPA will provide the Customer with the parameters for submitting a Remainder TSR(s) when it tenders an offer of Partial Service for the Parent TSR.
  - b. BPA will override the queue time of the Remainder TSR to match the queue time of the Parent TSR once BPA changes the Remainder TSR's status to RECEIVED/STUDY.
    - i. Remainder TSR will hold the same queue position as the Parent TSR.
    - ii. Remainder TSR will continue to encumber for the capacity not awarded in the Partial Service offer.
  - c. If more than one Remainder TSR is needed to retain the remaining Parent TSR capacity, queue order will be determined first by queue time, then by the Remainder TSR AREF with the oldest AREF holding the higher queued position.
3. If the Customer fails to submit a Remainder TSR(s) by the fifth (5<sup>th</sup>) Business Day, the remaining capacity encumbered for the Parent TSR will be released.
4. Remainder TSRs will be evaluated in accordance with the Transmission Service Reservation (TSR) Evaluation Business Practice.
5. If the CONFIRMED Parent TSR is a REBID, the Customer may not submit a Remainder TSR for the capacity released by the REBID.

## Q.TSR Response Timing Requirements

1. BPA follows the TSR response times outlined below:

Class	Service Increment	Queued Prior to Start	Transmission Provider Evaluation Time Limit	Customer Confirmation Time Limit <sup>1</sup> after ACCEPTED or COUNTEROFFER <sup>2</sup>	Customer Confirmation Time Limit <sup>1,7,8</sup> after CR_ACCEPTED or CR_COUNTEROFFER	Transmission Provider Counter Time Limit after REBID <sup>6</sup>
Firm or Non-Firm	Hourly	<1 Hour	Best effort	5 Minutes	N/A	5 Minutes
Firm or Non-Firm	Hourly	>1 Hour and < 8 Hours	30 Minutes	5 Minutes	N/A	5 Minutes
Firm or Non-Firm	Hourly	>8 Hours	30 Minutes	30 Minutes	N/A	10 Minutes
Firm	Daily	< 24 Hours	Best effort	2 Hours	N/A	30 Minutes
Firm	Daily	N/A	Best effort, but less than 30 Days <sup>3,5</sup>	24 Hours	N/A	4 Hours
Non-Firm	Daily	N/A	30 Minutes	2 Hours	N/A	10 Minutes
Firm	Weekly	N/A	Best effort, but less than 30 Days <sup>3,5</sup>	48 Hours	N/A	4 Hours
Non-Firm	Weekly	N/A	4 Hours	24 Hours	N/A	4 Hours
Firm	Monthly	N/A	Best effort, but less than 30 Days <sup>3,5</sup>	4 Days <sup>5</sup>	4 Days <sup>5</sup>	4 Hours
Non-Firm	Monthly	N/A	2 Days <sup>5</sup>	24 Hours	24 Hours	4 Hours
Firm	Yearly	60 Days <sup>4,5</sup>	30 Days <sup>5</sup>	15 Days <sup>5</sup>	15 Days <sup>5</sup>	4 Hours

<sup>1</sup>Confirmation time limits are not to be interpreted to extend reservation deadlines or to override Preemption deadlines set forth in Section 13.2 of the BPA OATT and in the Preemption of Short-Term Transmission Service Business Practice.

<sup>2</sup>Measurement starts at the time the TSR is first moved to either ACCEPTED or COUNTEROFFER. The time limit does not reset on subsequent changes of state.

<sup>3</sup>Subject to expedited time requirements. BPA will make best efforts to respond within 72 hours, or prior to the reservation scheduling deadline, whichever is earlier, to a request for Monthly/Weekly/Daily Firm Service received during period 2-30 days ahead of the service start time.

<sup>4</sup>BPA may process TSRs queued < 60 days prior to start if practicable.

<sup>5</sup>Days are defined as Calendar Days.

<sup>6</sup>Measurement starts at the time the Transmission Customer changes the state to REBID. The measurement resets each time the TSR is changed to REBID.

<sup>7</sup>Confirmation time limit for all Coordinated Requests in a Coordinated Group is established by selecting the longest confirmation time limit of any Coordinated Request in that Coordinated Group.

<sup>8</sup>Measurement starts based on the time the last of all Coordinated Requests in the Coordinated Group has been moved to CR\_ACCEPTED, CR\_COUNTEROFFER, or some final state. The time limit does not reset on subsequent changes of state.



## R. REBID Offers of Service

1. The Customer may rebid capacity once BPA changes a TSR for PTP or NT Transmission Service to COUNTEROFFER/CR\_COUNTEROFFER or ACCEPTED/CR\_ACCEPTED status on OASIS.
  - a. A Preconfirmed TSR that is ACCEPTED/CR\_ACCEPTED cannot be rebid.
  - b. Refer to the PTP TSR User Guide for REBID submittal information.
2. The Customer must submit a REBID within the specified time limit set forth in the TSR Response Timing Requirements table in Section R.
3. The Customer may rebid capacity multiple times but subsequent REBIDs do not restart the Customer Confirmation Time Limit.
4. The Customer can only rebid for capacity that is less than what BPA has set to COUNTEROFFER/CR\_COUNTEROFFER or ACCEPTED/CR\_ACCEPTED status.
5. The profile of a REBID must be no less than the increment of service.
6. BPA will set a Customer's REBID to ACCEPTED status on OASIS within the time limit per the TSR Reservation Response Timing Requirements table in Section Q.
7. After BPA sets the REBID TSR to ACCEPTED, a Customer must enter the final capacity into the MW Req field of the TSR and set the TSR to CONFIRMED within the Customer Confirmation Time Limit set forth in the table in Section R.
8. If the Customer rebids capacity offered by BPA through a full or Partial Service offer, the Customer cannot submit a Remainder TSR for any of the offered capacity released once the REBID is CONFIRMED.

## S. REFUSED 60 Calendar Days Prior to TSR Stop Date

1. When a pending LTF TSR has a remaining duration of less than 60 Calendar Days (that is, there are less than 60 Calendar Days until the requested service termination date), BPA will update the OASIS status to REFUSED and the TSR will receive no further consideration.
  - a. If the pending TSR is associated with BPA's Cluster Study or an Individual Study refer to the TSR Study and Expansion Process (TSEP) Business Practice.