

# **Reservation Agent**

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## **BPA Transmission Business Practice**

**Version 5**

**5/4/2021**

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This business practice defines the process for designating BPA as a Reservation Agent and outlines the responsibilities of the Customer and the BPA Reservation Agent.

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. Designating BPA as a Reservation Agent

1. To designate BPA as a Reservation Agent, the Point-to-Point Transmission Service (PTP) or Network Integration (NT) Transmission Service (NITS) Customer must:
  - a. Contact their assigned Transmission Account Executive (AE) to request a Long-Term Firm (LTF) Reservation Agent Agreement;
  - b. Sign (execute) a LTF Reservation Agent Agreement with BPA; and
  - c. Submit a written notice on official letter-head to OATI upon execution of a LTF Reservation Agent Agreement at least five (5) Business Days prior to the effective date of the designation;
    - i. Provide a copy of the notice sent to OATI by email to their assigned AE and to the Transmission Reservation Desk at [tblresdesk@bpa.gov](mailto:tblresdesk@bpa.gov) (Res Desk mailbox).
2. BPA will notify OATI of the LTF Reservation Agent Agreement within five (5) Business Days after receiving the Customer's letter to OATI. BPA will provide a copy of BPAs notice by email to the Customer, the Customer's assigned AE, and to the Res Desk mailbox.
3. For an NT Customer designating BPA as its Reservation Agent, BPA will add itself as the NITS Agent in OASIS and submit NITS information per the Designation of a Network Resource form on the NT Customer's behalf.

## B. Customer Responsibilities

1. In order for the Reservation Agent to submit a LTF TSR; the Customer must:
  - a. Complete the [Reservation Agent TSR Submittal form](#) for each TSR to be submitted;

- i. Refer to the Requesting Transmission Service Business Practice for submittal requirements and reservation timelines.
- b. Complete a [Designation of a Network Resource form](#) for NT TSRs in addition to the form above; and
- c. Email the applicable form(s) to the Customer's assigned AE and to the Res Desk mailbox.

## **C. BPA Reservation Agent Responsibilities**

1. The BPA Reservation Agent will:
  - a. Only submit LTF TSRs on behalf of the Customer;
  - b. Only submit required NITS information on behalf of the NT Customer;
  - c. Submit LTF TSRs on OASIS within five (5) Business Days of receipt of all necessary information from the Customer; and
  - d. Submit up to five (5) LTF TSRs each fiscal year on behalf of the Customer. Additional TSRs will be processed at the BPA Reservation Agent's discretion.