

How To Guides

How to Prepare Presentations to be given in the FERC Commission Meeting Room

Presentations must use the approved template or adhere to the following requirements otherwise FERC cannot guarantee the quality of the presentation either inside the Commission Meeting Room or on the webcast.

Read More

PowerPoint Presentation Requirements

Images will be displayed on overhead landscape-view monitors. Images will stretch horizontally and tend to have some distortion as they go through the broadcast and reception process. In order to keep text and images visible on viewers' TV screens and monitors, you need to follow these requirements:

1. Never use anything smaller than 22 pt fonts;
2. Only use sans serif fonts (i.e., arial, verdana, etc);
3. Limit text to no more than 7 words per line, 7 lines per page;
4. Use warm colors for text, cool colors for backgrounds;
5. Horizontal pictures work better than vertical pictures; keep chart or map content as simple as possible to illustrate your main point; and
6. **Important:** You must use the approved template [PPT] or follow the requirements above. This approved template has the following already added:
 - Black box along the bottom, allows for captioning.

Note: FERC will make the arrangements for a laptop and a technician to run the PowerPoint during the meeting.

How to Intervene

Motions to Intervene

Individuals have the option to intervene in Commission proceedings. Intervenors becomes

participants in a proceeding and have the right to request rehearing of Commission orders and seek relief of final agency actions in the U.S. Circuit Courts of Appeal. All motions to intervene should be submitted to the Commission pursuant to [18 C.F.R. § 385.214](#). The Commission expects parties to intervene in a timely manner based on the reasonably foreseeable issues arising from the applicant's filing and the Commission's notice of filing.

Read More

Motions to intervene must be served on the applicant. Any subsequent submissions by an intervenor must be served on the applicant and all other parties to the proceeding. Contact information for parties can be downloaded from the service list at the [eService](#) link on FERC Online. Service can be via email with a link to the document.

Intervention is not applicable in two instances:

- Intervention is not permitted during Pre-Filing Activity (PF and PT Dockets) because there is no application officially before the Commission. Comments may be filed during the Pre-Filing phase.
- Intervention is not necessary for persons submitting comments in a rulemaking, administrative, or policy proceeding (RM, AD, and PL Dockets). Commenters in these dockets are considered parties with the same rights as intervenors in application-related dockets. There are no service requirements for comments filed in RM, AD, or PL dockets.

Motion to Intervene Out of Time

A key purpose of the intervention deadline is to determine, early on, who the interested parties are and what information and arguments they can bring to bear. Interested parties are not entitled to hold back awaiting the outcome of the proceeding, or to intervene when events take a turn not to their liking.

The Commission's regulations dealing with motions for late intervention state that, in acting on such a motion, the decisional authority may consider:

- Whether the movants had good cause for not filing timely;
- Any disruption of the proceeding that might result from permitting intervention;
- Whether the movant's interest is adequately represented by other parties; and
- Whether any prejudice to, or additional burden on, existing parties might result from permitting intervention.

Late intervention at the early stages of a proceeding generally does not disrupt the proceeding or prejudice the interest of any party. The Commission is therefore more liberal in granting late intervention at the early stages of a proceeding. A petitioner for late intervention, however, bears a higher burden to show good cause for late intervention after the issuance of a final order in a proceeding and generally it is Commission policy to deny late intervention at the rehearing stage, even when the movant claims that the decision established a broad policy of general application.

How to file for intervener status

The Commission encourages electronic submission of motions to intervene via the [eFiling](#) link on the Commission's website. There are document attachment and document-less options for both timely and out-of-time motions to intervene. All contacts that are to be added to the Service List for the applicable docket must have a validated eRegistration account and their email addresses must be added online in order for their contact information to appear on the service list. The contact's email address will be included as part of the service list information to facilitate electronic service by parties and the Commission.

Persons unable to file electronically should send an original and three copies of the motion to intervene by overnight services to:



Kimberly D. Bose, Secretary

Nathaniel J. Davis, Sr., Deputy Secretary

Federal Energy Regulatory Commission

888 First Street, N.E.

Washington, DC 20426

Receipt of mail sent via the US Postal Service may be subject to irradiation and significant delays.

How to be added to the Service List

The Commission's Secretary maintains service lists for FERC proceedings. Service lists are restricted to intervenors. So, you **MUST** file a request to intervene in order to subscribe to a service list. The only way to be added to a service list is to intervene. Intervenors on the Service List will receive the applicant's filings, Commission documents related to the case, and materials filed by other interested parties. However, as an intervenor, you are also obligated to give copies of what you file to all the other parties on the Service List. Service Lists are available electronically through FERC Online's [eService](#).

How to be added to the Mailing List

While eSubscription is most commonly used by interested parties, mailing lists are established by Commission Staff to ensure that participants in certain natural gas and hydropower project proceedings receive hard copy information about the project. Pursuant to Part 390 of the Commission regulations, persons unable to eSubscribe or desiring to be added to the mail list must file a letter, electronic or in hard copy, with the Secretary of the Commission making their request. Requests must identify the case by name and docket number; for example, P-2000-000 or CP02-396-000 as well as the name, organization, and address of the requesting party.

Mail requests to:

Federal Energy Regulatory Commission
Secretary of the Commission
888 First Street, N.E.,
Washington, DC 20426

Email requests to:

ferconlinesupport@ferc.gov

How to make a Complaint

Complaints are filed by persons seeking action against any other person alleged to be in contravention or in violation of any statute, rule, order or other law administered by the Commission or for any other alleged wrong over which the Commission may have jurisdiction.

- Visit our [Complaints](#) section to learn more about the procedures for filing a [formal complaint](#) with the Commission.

- Visit our [Enforcement Hotline](#) section to learn more about the available enforcement hotline assistance to help in matters within the Commission's jurisdiction including but not limited to helping landowners obtain restoration of property damaged by pipeline construction.
- Visit [SBA - National Ombudsman Fair Enforcement of Federal Regulations](#) website for information regarding the rights of small businesses to complain regarding federal agency enforcement actions against small businesses.

How to Submit Comments via eComment

Visit our [eComment](#) page and click on the "eComment" button. You will be directed to our FERC Online website.

Read More

1. The system returns an "Authorize eComment:" screen. Key in your
 - Name,
 - Email address, and
 - Phone Number (optional) in the labeled fields.
2. Key in the characters in the picture in the field below the picture. If you have difficulty reading the characters, click on the speaker icon next to the picture to hear the code (be sure the volume on your PC is high enough). After keying in the characters, click on Submit.
3. You will see the message: "Thank you for your interest in submitting eComments to FERC. You will receive an email with detailed instructions on how you can submit your eComment." The email is sent to the email address you entered on the first screen.
4. Check your email account for a "Confirmation of eComment" email. Click on the link in the email to display the "Submit eComment" screen.
5. You can query and select the docket or project number(s) applicable to your comment (click on Search) or you can use the Quick Entry method.
6. For Quick Entry, key in the docket or project number in the box for the docket number. Use the Search option if you are unsure about the format. You may add additional docket or project numbers provided your comments pertain to them.

7. Key or Copy/Paste your text comments in the large text box. There is a counter below the box to tell you how much space you have left for comments. If you entered a name at the beginning of the process for an Association or organization, you must include the name of an individual responsible for the filing and contact information in the text box.
8. Click on Submit Comment.
9. You will receive a Confirmation of Receipt email. Your comments will be added to the record in eLibrary in the docket or project number(s) you selected at the beginning of the process.

How to obtain a Company Identifier

All [Tariff Filings](#) and certain form filings require that filers use Company Identifiers issued by the Commission. You must check the requirements for the form you need to file to determine if that form requires a Company Identifier.

To receive a Company Identifier, companies must apply through a FERC Online application known as Company Registration. This application will permit a company to request a Company Identifier, modify information associated with an existing Company Identifier, transition Company Identifiers issued before August 12, 2013.

Read More

Companies that make filings on behalf of required filers also may obtain a Delegate Identifier that will permit required filers to designate these companies as permissible filers on their behalf.

Prior to requesting a Company Identifier or a Delegate Identifier, the user should read, understand and acquire the information that must be provided to complete the Company Registration process. The information requirements are explained in the Instructions for Company Registration. With the assembled information, the user should go to the Commission's FERC Online page and select Company Registration. The Instructions for Company Registration provides step-by-step instructions on how to register a company.

This page was last updated on August 31, 2020