



STATE OF WASHINGTON

ENERGY FACILITY SITE EVALUATION COUNCIL

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RE: Filing Protocols – Common Errors

Dear Parties,

Thank you for your recently submitted first round of pre-filed testimony. In reviewing your submissions, Lisa Masengale, EFSEC's Public Records Officer, and I identified a number of issues that will require better attention to detail with regard to the protocols set out in the *Pre-Hearing Order Regarding Naming Conventions for All Evidentiary Filings (Naming Conventions Order)* issued May 26, 2023. Please review that *Order* in conjunction with the below items.

First, we remind you that all testimony and attachments must be filed *separately*, that each attachment must be labeled and numbered *separately*, and that all of these individual submissions must be paginated. For attachments, please do not overlook the requirement to include appropriate identifying information in the *upper right-hand corner of the first page* (i.e., party, exhibit title, sponsoring witness, exhibit number). Exhibits lists should use a "Last name, First name" format for each sponsoring witness.

Second, when your filing contains information designated as confidential under the *Protective Order* governing this adjudication, you must file *both* a redacted and an unredacted copy of the testimony or exhibit. Each submission must be separately named in your exhibit list. The first page of each redacted filing must have an explanation in the header of the first page citing the reason you assert the information is confidential.

Third, as you follow the directions for numbering your evidentiary filings, please do *not* add any additional characters to the suffixes directed by the *Naming Conventions Order*. For instance, Exhibit 0001 should be named EXH-0001.pdf, *not* EXH-0001_CFE_Doe_Jane_Testimony.pdf. Also, please note that the “_T” label denotes pre-filed testimony only, not the accompanying attachments or exhibits. Please contact Ms. Masengale if you have any questions.

Finally, as you update or revise exhibits, you must adhere to the requirement to **highlight** any revisions and label your updated item as “REVISED” in the header or footer of each revised page with a date of revision. You are also required to provide a list of any corrections or revisions with specified details as applicable to the updated filing and an updated exhibit list.

Ms. Masengale has already made certain labeling corrections on individual filings, but there are other corrections that are best left to individual parties to correct and then re-file. In the days ahead, if Ms. Masengale sends you a request to re-file an item, please follow her direction and do so promptly.

Ms. Masengale and I realize that the *Naming Conventions Order* sets out very detailed directions for your evidentiary submissions. We appreciate the efforts made to comply with all of these requirements during last week’s first round of filings, but every party making filings made some mistakes. In order to maintain an easily accessible and complete record, we must ask all parties to strictly conform to the *Naming Conventions Order* in the upcoming filing rounds and throughout the course of this adjudication.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adam Torem', with a large, sweeping flourish above the name.

Adam Torem
Administrative Law Judge

cc: Jonathan Thompson and Jenna Slocum, AAGs
Sarah Reyneveld, Counsel for the Environment