

## APPENDIX 5.3: SEARCHING FOR DOCUMENTS FILED WITH FERC

FERC maintains a public record of all filed documents that relate to each project. FERC has established an eLibrary and related services that make documents filed since 1989 available over the internet.

This database contains: (A) an index of all documents filed about a project, regardless of date, including a unique accession number for each document; and (B) scanned images of most documents filed since 1989, downloadable in PDF or Word format. eLibrary is accessible without prior registration at [www.ferc.gov/docs-filing/eLibrary.asp](http://www.ferc.gov/docs-filing/eLibrary.asp).

The search logic is straightforward. First, enter the docket number for the project and any date range. The docket number is the unique identification assigned by FERC's Office of Secretary to a project, expressed in the form of P-XX where "P" means "hydropower project" (as distinct from gas and other facilities under FERC's jurisdiction), and "XX" is the unique number (between one and five digits) assigned to a given project.<sup>1</sup> Specifying author or type of documents narrows the search further. See [www.ferc.gov/docs-filing/eLibrary/tips.asp](http://www.ferc.gov/docs-filing/eLibrary/tips.asp). (Citizen Hydro Guide, Section 3.2.2(G)).

To contact FERC for additional assistance, email [ferconlinesupport@ferc.gov](mailto:ferconlinesupport@ferc.gov) or call 1-866-208-3676.

### 1. Subscribing to a Docket

eSubscription permits any registered user to receive e-mail notice whenever a filing related to a project is made. This supplements service of a paper copy of any filing. See [www.ferc.gov/docs-filing/esubscription.asp](http://www.ferc.gov/docs-filing/esubscription.asp), or follow the instructions provided by FERC below:

1. Register as a FERC Online User to obtain a FERC I.D. and password (you will need to do this even if you have an eFiling account). FERC Online will then send you an email confirming your registration.
2. Go to your email's inbox and open the message from FERC Online. Click on the link to validate your account.
3. Once you are a registered FERC Online User, log in to FERC Online by entering your registered email address/FERC I.D. and your password.
4. Select the docket numbers you want to track.

You will be notified via email as correspondence comes in and out of FERC. Edit your profile and make changes to your subscribed dockets at any time.

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<sup>1</sup> The numbers are assigned sequentially, in order of application. Current applications have five digits.

## 2. Finding FERC licenses and settlements

To locate specific licenses and settlements, use the General Search (available at <https://elibrary.ferc.gov/idmws/search/fercgensearch.asp>) or the Advanced Search (available at <https://elibrary.ferc.gov/idmws/search/fercadvsearch.asp>). Licenses and settlements should be readily available under General Search.

### 2.1 License

To search for a license, it helps to roughly know the time range and the docket number. Follow the steps below or use the screenshot to locate a license. The screenshot is for the Chili Bar Project on the South Fork of the American River (P-2155).

1. Edit the Date Range to as narrow a window as possible, making sure to maintain the dd/mm/yyyy format.
2. Uncheck “Submittal” as a Category – licenses are issuances from FERC.
3. If you do not know the docket number but do know the Library, check the appropriate box (hydro, electric, etc.). If you do know the docket number, you may skip this step.
4. In the next window, type in the docket number. To search for a license, you’ll generally want to search within all sub-dockets.
5. Under Document Type, select “Order/Opinion” for the class and “Delegated Order” for the type.
6. Add the relevant words to the Text Search. Capitalization does not matter. Since FERC does not have a specific Document Type for licenses, including a text search (i.e. for “license”) is an effective way to narrow the results.
7. If you have a wide date range, it helps to increase the number of results per page to 200, to make for easier searching.
8. Click submit.

## General Search

Date Range:  Filed Date  Posted Date

From  To

During the previous  year(s).

During the previous  month(s).

During the previous  days(s).

All

Category:  Submittal  
 Issuance

Library:  All listed below

Electric  Hydro  
 Natural Gas  Rulemaking  
 Oil  General

Docket Number:  Example: ER01-12-, GP99-19, P-1324-\*, ER03\*  
An asterisk (\*) specifies a wildcard search. [Docket Prefix Info](#)

Sub Docket:  All  
 List:

Note: To enter several sub docket numbers, separate values with a comma.

Document Type: [Class/Type Info](#)

Class:  Type:

Text Search:   Description [Search Tips](#)  
 Full Text

Full Text searches rely upon the content of the FERC PDF, which may be incomplete. Accordingly, not all documents may be returned.

Results Per Page:

There were 20 results, due to the three-year time range. By pressing “Ctrl + F” and searching for “license,” the documents below show up:

Issuance 20150416-3088	04/16/2015 04/16/2015	P-2155-031	Order Approving Change in Lands Rights re Pacific Gas and Electric Company under P-2155. Availability: Public <a href="#">Highlighted Version</a>	Order/Opinion / Delegated Order	<input type="checkbox"/> <a href="#">Word</a> <input type="checkbox"/> <a href="#">FERC Generated PDF</a>	69K 19K	<a href="#">INFO</a> <a href="#">FILE</a>
Issuance 20150402-3030	04/02/2015 04/02/2015	P-2155-027	Order Modifying and Clarifying Order issuing New License re Pacific Gas & Electric Company's Chili Bar Hydroelectric Project under P-2155. Availability: Public <a href="#">Highlighted Version</a>	Order/Opinion / Delegated Order	<input type="checkbox"/> <a href="#">Word</a> <input type="checkbox"/> <a href="#">FERC Generated PDF</a>	65K 16K	<a href="#">INFO</a> <a href="#">FILE</a>
Issuance 20140820-3033	08/20/2014 08/20/2014	P-2155-024	Order issuing new license re Pacific Gas & Electric Company under P-2155. Availability: Public <a href="#">Highlighted Version</a>	Order/Opinion / Delegated Order	<input type="checkbox"/> <a href="#">Word</a> <input type="checkbox"/> <a href="#">FERC Generated PDF</a>	996K 234K	<a href="#">INFO</a> <a href="#">FILE</a>
Issuance 20140408-0111	04/08/2014 04/08/2014	P-2155-000	Letter order approving Pacific Gas & Electric Company's 3/24/14 filing of Faiz I. Makdisi & Wayne D. Edwards as the independent & co-independent consultants to be responsible for the tenth Part 12D safety inspection re the Chili Bar Project under P-2155. Availability: Public <a href="#">Highlighted Version</a>	Order/Opinion / Delegated Order	<input type="checkbox"/> <a href="#">Image</a> <input type="checkbox"/> <a href="#">FERC Generated PDF</a>	687K 794K	<a href="#">INFO</a> <a href="#">FILE</a>

“Order issuing new license re Pacific Gas & Electric Company under P-2155” is the needed document. Click on “FERC Generated PDF” for the official PDF. It will download, or a screen will appear asking if you wish to continue with the download. Click “yes.”

## 2.2 Settlement Agreement

The steps to search for a Settlement Agreement are similar to those for a License. Know the date and docket number ahead of time if possible. The screenshot is for the Chili Bar Project on the South Fork of the American River (P-2155).

1. Edit the Date Range to as narrow a window as possible, making sure to maintain the dd/mm/yyyy format.
2. Uncheck “Issuance” as a Category – Settlement Agreements are submittals to FERC.
3. If you do not know the docket number but do know the Library, check the appropriate box (hydro, electric, etc.). If you do know the docket number, you may skip this step.
4. In the next window, type in the docket number. To search for a Settlement Agreement, you’ll generally want to search within all sub-dockets.
5. Under Document Type, select “Agreement/Understanding/Contract” for the class and “Settlement Agreement (Stipulation and Agreement)” for the type.
6. Since the Document Type is very specific, adding words to the Text Search is unnecessary.
7. If you have a wide date range, it helps to increase the number of results per page to 200, to make for easier searching.
8. Click submit.

## General Search

**Date Range:**  Filed Date  Posted Date

From  To

During the previous  year(s).

During the previous  month(s).

During the previous  days(s).

All

**Category:**  Submittal  
 Issuance

**Library:**  All listed below

Electric  Hydro  
 Natural Gas  Rulemaking  
 Oil  General

**Docket Number:**  Example: ER01-12-, GP00-10, P-1324-\*, ER03\*  
An asterisk (\*) specifies a wildcard search. [Docket Prefix Info](#)

**Sub Docket:**  All  
 List:

Note: To enter several sub docket numbers, separate values with a comma.

**Document Type:** [Class/Type Info](#)

**Class:**  **Type:**

**Text Search:**

Description [Search Tips](#)  
 Full Text

Full Text searches rely upon the content of the FERC PDF, which may be incomplete. Accordingly, not all documents may be returned.

**Results Per Page:**

The results are shown below. “Pacific Gas and Electric Company submits its Relicensing Settlement Agreement for the Upper American River Project et al under P-2155” is the desired document, so click “FERC Generated PDF” and download.

## Search Results

PrevPage    NextPage

Hits: 3

Category/ Accession	Doc Date/ Filed Date	Docket Number	Description	Class/ Type	Files	Size	
Submittal 20070522-0034	05/16/2007 05/17/2007	P-2155-000	Pacific Gas and Electric Company submits its preliminary cost analysis for Chili Bar Project associated with the Relicensing Settlement Agreement for the Upper American River Project etc under P-2155. Availability: Public	Agreement/Understanding/Contract / Settlement Agreement (Stipulation and Agreement)	<input type="checkbox"/> <a href="#">Image</a>	308K	<a href="#">INFO</a>
					<input type="checkbox"/> <a href="#">FERC Generated PDF</a>	415K	<a href="#">FILE</a>
Submittal <a href="#">20070201-4016</a> <a href="#">Document Components</a>	02/01/2007 02/01/2007	P-2155-000	Pacific Gas and Electric Company's CD containing the Relicensing Settlement Agreement for the Upper American River Project and Chili Bar Hydroelectric Project under P-2155. Availability: Public	Agreement/Understanding/Contract / Settlement Agreement (Stipulation and Agreement)	<input type="checkbox"/> <a href="#">PDF</a>	19539K	<a href="#">INFO</a> <a href="#">FILE</a>
Submittal <a href="#">20070214-0070</a> <a href="#">Document Components</a>	02/01/2007 02/01/2007	P-2155-000	Pacific Gas and Electric Company submits its Relicensing Settlement Agreement for the Upper American River Project et al under P-2155. Availability: Public	Agreement/Understanding/Contract / Settlement Agreement (Stipulation and Agreement)	<input type="checkbox"/> <a href="#">Image</a>	683K	<a href="#">INFO</a>
					<input type="checkbox"/> <a href="#">FERC Generated PDF</a>	834K	<a href="#">FILE</a>

Select an action ▼      Search Options ▼    Go      Sort Options ▼    Go      PrevPage    NextPage

Select an action from above list! ▼    Go

### 3. Finding Other Documents

FERC eLibrary contains many other types of documents, including notices, comments, Biological Opinions, and Environmental Impact Statements. The search mechanisms are similar to those for Licenses and Settlement Agreements, though the Document Types will vary. The search shown below is for comments involving American Whitewater over an eleven-year span for the Chili Bar Project on the South Fork of the American River (P-2155).

1. Edit the Date Range to as narrow a window as possible, making sure to maintain the dd/mm/yyyy format.
2. Check the relevant Category, or keep both checked if you are unsure.
3. If you do not know the docket number but do know the Library, check the appropriate box (hydro, electric, etc.). If you do know the docket number, skip this step.
4. In the next window, type in the docket number. You'll generally want to search within all sub-dockets, unless you are sure of the desired sub-docket.
5. Under Document Type, select the relevant class and type or leave them as "All."
6. Add words to the Text Search as needed.
7. If you have a wide date range, it helps to increase the number of results per page to 200, to make for easier searching.
8. Click submit.

## General Search

**Date Range:**  Filed Date  Posted Date

From  To

During the previous  year(s).

During the previous  month(s).

During the previous  days(s).

All

**Category:**  Submittal  
 Issuance

**Library:**  All listed below  
 Electric  Hydro  
 Natural Gas  Rulemaking  
 Oil  General

**Docket Number:**  Example: ER01-12-, GP99-19, P-1324-\*, ER03\*  
An asterisk (\*) specifies a wildcard search. [Docket Prefix Info](#)

**Sub Docket:**  All  
 List:

Note: To enter several sub docket numbers, separate values with a comma.

**Document Type:** [Class/Type Info](#)  
Class:  Type:

**Text Search:**   Description [Search Tips](#)  
 Full Text

Full Text searches rely upon the content of the FERC PDF, which may be incomplete. Accordingly, not all documents may be returned.

**Results Per Page:**

The three most recent results are shown below.

### Search Results

PrevPage    NextPage

Hits: 10

Category/ Accession	Doc Date/ Filed Date	Docket Number	Description	Class/ Type	Files	Size	
Submittal 20130110-5079	01/10/2013 01/10/2013	P-2155-000	Comment of Conservation Groups in Opposition to PG&Es Petition for Reconsideration of the Water Quality Certification for the Chill Bar Hydroelectric Project, FERC # P-2155. Availability: Public <a href="#">Highlighted Version</a>	Comments/Protest / Comment on Filing	<input type="checkbox"/> <a href="#">PDF</a>	471K	<a href="#">INFO</a>
					<input type="checkbox"/> <a href="#">FERC Generated PDF</a>	495K	<a href="#">FILE</a>
Submittal 20120213-5100	02/13/2012 02/13/2012	P-2155-000	Comment of American Whitewater, Foothill Conservancy, American River Recreation, California Outdoors, CSPA, Friends of the River, Hilde Schweitzer, and Theresa Simsman on 401 Water Quality Certification for Chill Bar Project under FERC Project No 2155. Availability: Public <a href="#">Highlighted Version</a>	Comments/Protest / Comment on Filing	<input type="checkbox"/> <a href="#">PDF</a>	133K	<a href="#">INFO</a>
					<input type="checkbox"/> <a href="#">FERC Generated PDF</a>	138K	<a href="#">FILE</a>
Submittal 20080610-0089	06/04/2008 06/05/2008	P-2101-084 P-2155-024	The US Department of the Interior submits their request for clarification and comments on the Final Environmental Impact Statement for the Upper American River Hydro Proj-2101 et al. Availability: Public <a href="#">Highlighted Version</a>	Other Submittal / Government Agency Submittal Comments/Protest / Comment on Filing	<input type="checkbox"/> <a href="#">Image</a>	293K	<a href="#">INFO</a>
					<input type="checkbox"/> <a href="#">FERC Generated PDF</a>	350K	<a href="#">FILE</a>