

**GISB Notices Task Force**  
**Final Minutes – January 25, 1999 Meeting**  
**Columbia Gulf Offices, 2603 Augusta, Houston Texas**

Michael Hansen welcomed the attendees to Columbia Gulf for the initial meeting of the task force. The meeting was chaired by M. Hansen and co-chaired by Shelley Corman. S. Corman provided the antitrust guidelines. The agenda was adopted without changes.

Applicable FERC Orders: The following excerpts of FERC Orders were presented and the attendees agreed that these excerpts are pertinent to the work of the task force and that there are no other known applicable FERC comments needed by the task force.

**Order 587-G – OFO & Critical Notices**

Posting on the web site together with Internet E-mail or direct notice to an Internet address effects a reasonable balance between the shippers need for notice and the pipelines need to create an efficient automated system for communicating with all of their shippers.

In addition, the requirement for direct notice to E-mail and Internet addresses will enable those shippers who want telephonic or pager notification to receive such notice by purchasing software that automatically triggers telephones or pagers when an Internet message is received.

. . . prior to implementation of the Internet notice requirement, standardization of definitions and format is needed to differentiate types of notices so the notification software can properly determine whether to trigger the phone or pager. The commission agrees that standards are needed for this notification process to operate efficiently. In particular, a dataset will be needed for those customers relying upon EDI communication with the pipelines.

. . . members of the GISB Future Technology Task force stated that, if needed, such standards could be developed and others pointed out that a similar dataset already exists for general, as opposed to customer specific, notices.

INGAA maintains the pipelines should be responsible for notifying only one E-mail address. The Commission will not impose such an absolute requirement. Given the ease of automatic notification, shippers should be able to choose a reasonable number of addresses for notification, for example, if they want a different notification address for after-business-hours notification.

**Order 587-H – Intraday Bump Notification**

The Commission finds this request reasonable and will expect that, in addition to notification through the scheduled quantities statement, pipelines should provide direct notice of bumping using Internet E-mail or direct notification to a shipper s Internet URL address when they comply with the requirement in Order No. 587-G.

Goals and Scope: The following was agreed upon as the working goals and scope of the task force.

Standardize bump, OFO and critical notice notification consistent with Order 587-G and 587-H language.

Develop minimum standards to be supported by all TSPs. TSPs will have the option to exceed the minimum standards as long as the enhanced notification does not contradict the minimum standards.

Balance the need for recipients to consistently receive notification to facilitate internal distribution with the need of senders to efficiently manage external distribution.

Complete work of the task force by mid February to allow for vote by the Executive Committee in the March meeting. Depending on the standards developed by the task force, work by additional GISB committees may be necessary. The task force will determine later whether to submit proposed standards to the Executive Committee prior to work being completed by the other committees or whether all work should be completed prior to submission to the EC.

The task force will not attempt to standardize when it is appropriate for a TSP to issue an OFO or Critical Notice since these circumstances are related to operational integrity of the pipeline and can vary significantly from TSP to TSP. TSPs have negotiated such requirements with their customers and addressed the requirements within their tariff.

#### Discussion of Request R98086:

The proposed standards from Request R98086 were presented and discussed in general terms. The question was raised about the meaning of direct notification to an Internet URL address. A general understanding was reached that this meant the use of an EDI data set delivered to a party's designated site consistent with existing EDM standards. There was a discussion on whether a notice EDI data set would require an EDI quick response document or whether a functional acknowledgement through the existing EDM standards was sufficient to verify receipt of the notice. Resolution of this issue will be addressed during discussion of the requirements of the data set. It was also generally agreed upon that Internet E-mail and EDI are very different types of communication and that it would be best to address the details of each type separately while trying to maintain a reasonable comparability between the two.

#### Draft Standards:

Specific details of the proposed standards were discussed and the following revised standards were drafted. These draft standards were not voted upon but there was consensus support. These draft standards will be voted at the next meeting.

Transportation Service Providers should provide Service Requesters (SR) with notification of intraday bumps, operational flow orders and other critical notices through the SR's choice of Internet E-mail and/or the appropriate EDI data set to the SR's designated site. (Proposed replacement for the first proposed standard from R98086. Motion maker -- Kim Van Pelt, second -- Randy Young)

Unless the Service Requester (SR) and the Transportation Service Provider (TSP) have agreed to exclusive notification at the SR's designated site, the SR should provide to the TSP at least one Internet E-mail address to be used for electronic

notification of intraday bumps, operational flow orders and other critical notices. The obligation of the TSP to provide electronic notification is relieved until the above requirement has been met. (Proposed replacement for the first sentence of the second proposed standard from R98086. Motion Maker – Joe Bianchi, second – Kim Van Pelt)

Transportation Service Providers should support sending electronic notification of intraday bumps, operational flow orders and other critical notices to two Internet E-mail addresses for each Service Requester. (Proposed replacement for the second sentence of the second proposed standard from R98086. The group decided that a motion maker and second were not necessary since no vote was being taken during this drafting session.)

Service Requesters should manage internal distribution of intraday bump notices, operational flow orders and other critical notices. (This is the same as the third proposed standard from R98086).

Additional discussion was held on the remaining proposed standards from R98086 that deal with specific format of e-mail so the receiving party can manage internal distribution of notices based on text. There was general consensus that the receiving party should be able to identify the TSP and notice type from the text although no specific format was agreed upon. An idea of having the subject line of the e-mail start with a four-character moniker to identify the TSP followed by the notice type was discussed as a possible solution. This would allow routing of the notice as well as allowing the subject line to be effectively used in a text pager message. Workpaper 2 submitted by Enron Capital and Trade that suggests use of the DUNS # was also discussed as a possible solution.

Andy Sicignano suggested that the task force request FTTF to review the reliability of Internet E-mail and possibly suggest better methods to make the notification process more reliable. There was no consensus to make a specific request to FTTF although Andy is free to provide a heads up that FTTF may receive such a request or be asked to review the work of this task force.

The next meeting will be February 11 from 9:00 a.m. to noon. Columbia Gulf will host the meeting with conference call equipment available.

The meeting then adjourned.