

ADMINISTRATOR'S
MEMORANDUM

TO: Department Staff

FROM: Norman C. Young *NCY*

Misc. Memo No. 5

DATE: January 27, 1989

The department continuously receives copies of FERC notices which are used by the department to follow the progress of FERC filings. In July of 1985, I issued a memorandum detailing the process for routing of these documents. This memo supersedes the memorandum dated July 29, 1985.

When the department receives a notice from FERC, the receptionist should determine whether or not the notice pertains to a project in the State of Idaho. If it does, the receptionist should xerox three copies of the front page of the notice. The original document should be routed to Rick Sterling for filing. The three copies should be sent to the following: (1) Water Planning Bureau, (2) Water Allocation Bureau, and (3) The lead Department Attorney. The groups listed above may designate a person within the group to evaluate the notice.

If a department employee wants to review the entire FERC notice, he can obtain the notice from Rick Sterling. The respective bureaus are responsible for implementing a routing process that will prompt appropriate action by department personnel.