OFFICE OF ENERGY INFRASTRUCTURE SAFETY
715 P Street, 20th Floor | Sacramento, CA 95814
916.902.6000 | *www.energysafety.ca.gov*
Caroline Thomas Jacobs, Director

ENERGY SAFETY E-FILING SYSTEM OVERVIEW AND SERVICE LIST SIGN-UP INSTRUCTIONS

On July 1, 2021, the Office of Energy Infrastructure Safety (Energy Safety) was established, vested with, all the duties, powers, and responsibilities of the former Wildfire Safety Division (WSD). It continues to ensure electrical utilities are taking effective actions to reduce utility-related wildfire risk. For example, Energy Safety is statutorily responsible for reviewing utilities' Wildfire Mitigation Plans (WMPs), among other things. Energy Safety now includes the Wildfire Safety Advisory Board and the Underground Safety Board.

Energy Safety's evaluation and compliance processes involves parties and public agencies filing and serving documents, and the public providing comments. To streamline processes and provide consistent and easy access to information, Energy Safety has an electronic, online e-filing system. This e-filing system provides Energy Safety staff, utilities, and intervenors with a preferred method of filing documents relating to Energy Safety responsibilities.

There are Service Lists for notifications of e-filings. Details and links for signing up for the Service List can be found in Question 2.2: How do you sign up for a Service List?

This document is intended to provide users of the Energy Safety e-Filing System with overview information.

1. About the Energy Safety e-Filing System

1.1 Who are the users of the e-Filing System?

Public: The public can access the e-Filing System through a link on the Energy Safety public website's "e-Filing System" tab. They are able to search and browse published documents related to all of Energy Safety's responsibilities and provide comments.

Submitter: The submitter is a registered user of the e-Filing System and is able to submit documents on behalf of himself/herself or his/her clients. Submitters may be Energy Safety staff, utility staff, or those acting on behalf of a utility, or intervenors.

Energy Safety Staff: Designated staff at Energy Safety are responsible for managing dockets and documents in the system, including reviewing, validating, and accepting or rejecting the e-filed documents, submitting documents that arrive through CD or other electronic medium, and accepting or rejecting electronically-submitted comments. For paper submissions, staff will scan the documents manually to one of the allowed file types and upload the file to the server on behalf of the submitter. Some staff have the responsibility to review and approve requests for confidential designation of submitted documents and view the Confidential Library.

1.1 How do you access the e-Filing System?

The Energy Safety e-Filing System can be accessed via the "e-Filing System" tab on the Energy Safety homepage at energysafety.ca.gov.

1.2 How is the e-Filing System structured?

The Energy Safety e-Filing System is structured by Cases, with multiple Dockets per Case.

Energy Safety's initial Cases are:

- **Cases**: Wildfire Mitigation Plans (WMPs), Safety Culture Assessments (SCAs), Safety Certifications, Executive Compensation, and Rulemakings.

- **Dockets** for each of the Cases related to its responsibilities will be for respective years, e.g. 2020, 2021, 2022, etc. The Rulemakings Case will have a Docket for its Emergency Rulemaking initially.

The Service List will be notified as additional Cases and/or Dockets are established in the e-Filing System.

1.3 What documents are filed using the e-Filing System?

The Energy Safety e-Filing System will be the primary method for Energy Safety, WSAB, and Underground Safety Board staff and the public to share and access documents. This includes documents such as:

- Annual Wildfire Mitigation Plans (WMPs)
- Safety Certification Submissions from the Utilities
- Executive Compensation Submissions
- Quarterly Advice Letters (QALs)
- Quarterly Initiative Updates (QIUs)
- Annual Reports on Compliance for Investor Owned Utilities
- Investigation Notices

These documents will be filed to specific Dockets of Cases depending on the responsibility they relate to and the year.

Spatial Data Filings and Data Request Responses, due to being ad-hoc in nature, will be filed via an alternative method: a secure SharePoint link. Information on uploading to the Energy Safety SharePoint system can be found in Question 3.4: How are Data Request Responses and Spatial Data Files submitted?

1.4 How can you search and view documents in the e-Filing System?

Documents can be viewed by selecting a Case and Docket to view within the e-Filing System, displayed in a list either alphabetized or by year. Individual documents can also be found using a Search textbox - this search capacity will search the body of the document as well as the Title.

2. The Energy Safety Service Lists

2.1 What are the Energy Safety Service Lists?

A Service List is available for the public to sign up to for notifications of docketed e-filings for each of Energy Safety's Cases: Wildfire Mitigation Plans (WMPs), Safety Culture Assessments (SCAs), Safety Certifications, Executive Compensation and Rulemakings. Wildfire Safety Advisory Board Service Lists include WSAB Review of Publicly Owned Utility and Electric Cooperative Wildfire Mitigation Plans and public comments related to the WSAB review of IOU WMPs. The Underground Safety Board's Service Lists include information on meetings and workshops, regulatory fees and investigation reports.

Once a filing is docketed, the e-Filing System will automatically email those on the Service List with a link to the e-Filing System where the file can be accessed and downloaded. A user that files documents via the e-filing system does not need to separately email or send the documents to other parties.

2.2 How do you sign up for a Service List?

To sign up for a Service List, please follow the steps below. You will need to subscribe to the separate Service Lists individually based on the Cases you are interested in.

When additional Cases are established in the e-Filing System, existing Service Lists will be notified and provided the opportunity to sign-up in advance.

The links within this document are also available on the WSD webpage of the CPUC website.

Instructions for signing up to the Service Lists

Step 1: Click on a below link for the Service List you wish to join. These links will direct you to the CNRA listserv website.

Energy Safety

1. Wildfire Mitigation Plans Service List
2. Electrical Undergrounding Plans Service list
3. Wildfire Mitigation Plans Service List
4. Safety Culture Assessments Service List
5. Safety Certifications Service List
6. Executive Compensation Service List
7. Energy Safety Rulemakings Service List
8. Independent Evaluator Service List
9. Data Service List
10. Compliance Enforcement Service List

Wildfire Safety Advisory Board

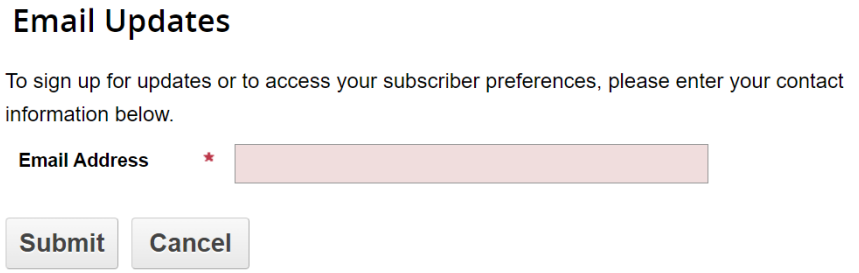
1. WSAB Review of Publicly Owned Utility and Electric Cooperative Wildfire Mitigation Plans Service List
2. Public Comments related to WSAB review of IOU WMPS Service List

Underground Safety Board

1. Meeting and Workshop Service List
2. Regulatory Fee Service List
3. Investigation Report Service List

Step 2: Enter your email address and click submit





Step 3: Fill in your details in the form and click Subscribe.

CALIFORNIA NATURAL RESOURCES AGENCY

New Subscriber

Primary Email Address

You must enter a primary email address. You will use this to access and update your subscriptions or modify your subscriber preferences.

Email Address * user@domain.com

Confirm Email Address *

Optional Password

Enter an optional password to add password protection to your subscriber preferences.

Password

Confirm Password

Privacy & Terms



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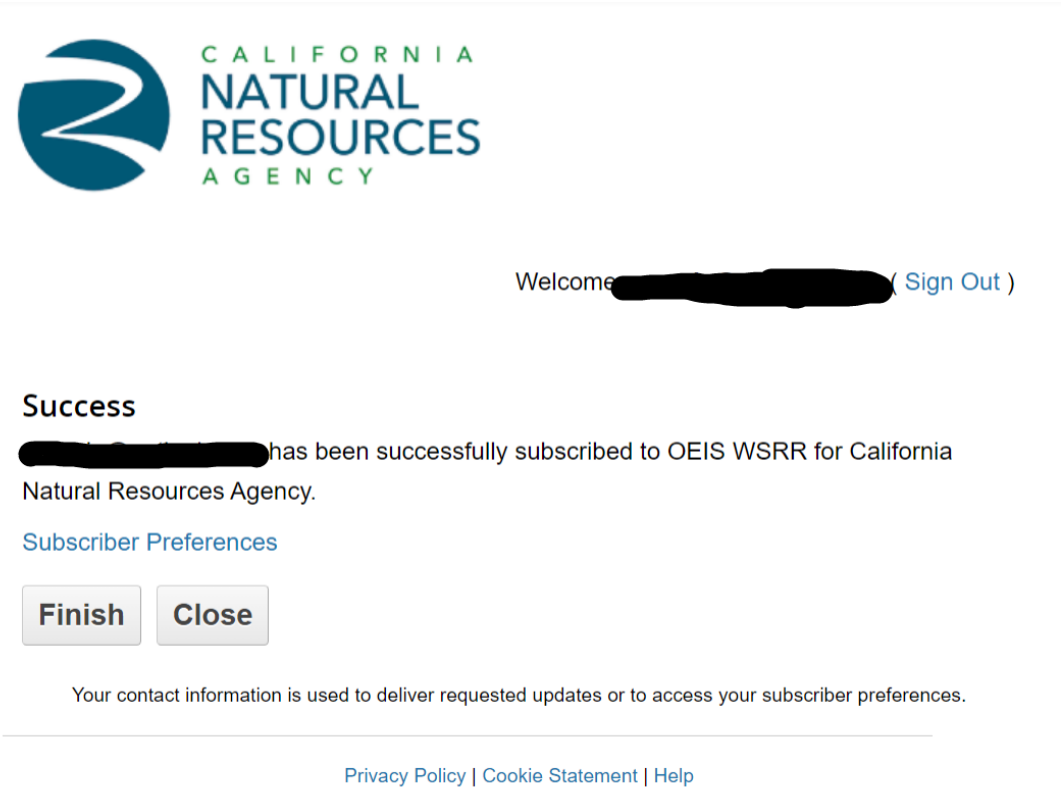
Privacy

☐ **By checking this box, you consent to our data privacy policy.** *

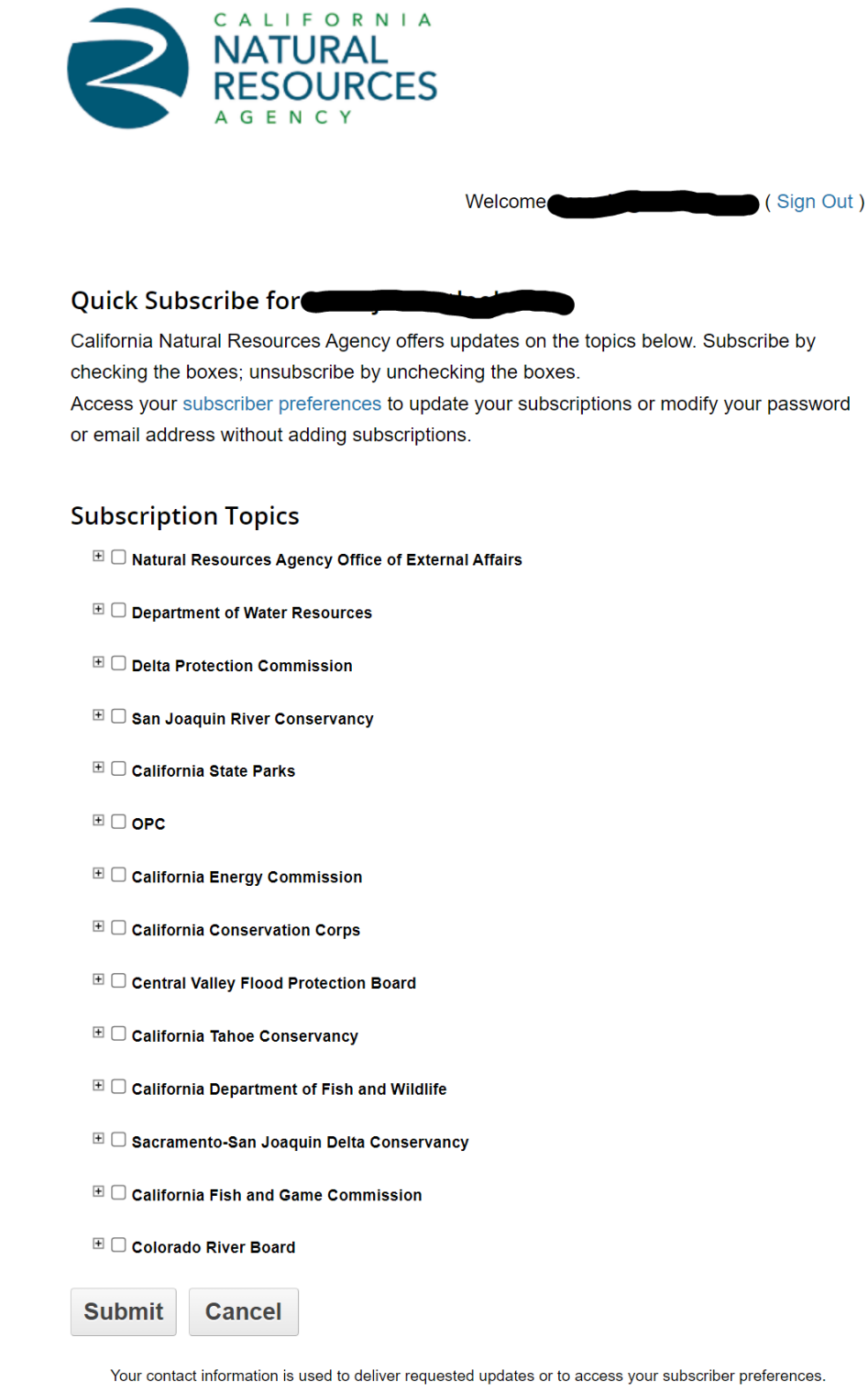
Submit Cancel

Your contact information is used to deliver requested updates or to access your subscriber preferences.

Step 4: Click Finish or Close to complete the subscription.



Step 5: If you Click "Finish" you will be given the option to subscribe to other California Natural Resources Service Lists. Clicking close will take you back to the Energy Safety home page.



Step 6: A confirmation email will be sent to you.
Step 7: Click the link within the verification email to verify your address
Step 8: A final confirmation Email will be sent to you

3. Filing Documents to the e-Filing System

3.1 How do you create a User Profile for the e-Filing System?

The first time you log in to the system to submit an e-filing, you will need to Register as a New User through a button on the log in page. This is a simple, one-time registration to create your e-filing account. Mandatory fields include name, email address, and password.

If you are filing on behalf of a client, you will need to include your organization's contact information, as well as your client's information. You can add an unlimited number of clients into the system.

3.2 How do you submit an e-filing?

The process of e-filing involves four steps:

1. Selecting the Docket you wish to file to, and your role;
2. Uploading one or more files and adding descriptive information (metadata) for each file;
3. Reviewing the document, accepting the terms and conditions for submission, and receiving an email confirmation once submitted; and,
4. Once Energy Safety has approved your application for e-Filing, receiving a further confirmation email with a link to your docketed document(s) and a notification being sent to the Service List.

The User Guide contains detailed instructions for completing an e-filing.

3.3 How do you submit a confidential e-filing?

The process for a confidential e-filing is the same as a regular e-filing (as above), however, you can select to give your filing Confidential Designation through a selection box in the submission process.

After Energy Safety approves your application, the confidential file(s) will be forwarded to specific confidential reviewers for further review. If approved, the confidential file(s) will be docketed but only accessible to the confidential reviewers. The Service List will not be notified of confidential e-filings.

The User Guide contains detailed instructions for completing a confidential e-filing.

3.4 How are Data Request Responses and Spatial Data Files submitted?

Due to the ad-hoc nature of Data Request Responses and unique nature of Spatial Data Files, a SharePoint tool has been developed for these specific filings. These documents will not be submitted through the e-Filing System.

A link will be shared with the party required to file a Data Request Response or Spatial Data File which can be accessed through any web browser. The link will open a SharePoint folder where documents can be uploaded in to. This folder will only be accessible to those with the link. Energy Safety will notify the Service List of Data Request Responses via email as part of the WMP Review process.

Detailed instructions on how to respond to Data Requests will be included when a request is issued by Energy Safety.

4 Who should I contact with inquiries or issues?

All inquiries and issues should be emailed to efiling@energysafety.ca.gov.