

# FERC Public Participation Process

The process of submitting comments to the Federal Energy Regulatory System can seem more complicated than it really is. We've created this instruction sheet to guide you through the process so your comments become part of the record as FERC considers the proposed pipeline project.

The difference between commenting and intervening is a frequent source of confusion. The easy distinction is this. During the pre-filing phase, you submit a comment. During the filing phase, you file a motion to intervene. The contents of your submissions can be identical. The difference has more to do with what level of participation you want going forward. If you comment during pre-filing, your comment is part of the permanent record, so you can stop there. When the project moves into the filing stage, you still have the opportunity to submit a comment. Choosing to file a motion to intervene instead means that you want to be more of a participant in the process than the casual commenter can be. Interveners are able to add to their submissions and become members of the service list who receive email notification of all other files added to the docket. We recommend that you comment during pre-filing and file a motion to intervene during filing.

Step-by-step instructions are below, but there are just a couple of things to note before you get started. In the pre-filing phase, commenters can subscribe to receive email notification of others' comments as they're added to the docket. Interveners will automatically start receiving the notifications. Since it can result in several emails a day that can really pile up, you may want to register for a Gmail or other free email account that you can use when you register.

<b>E-REGISTRATION</b>	<ul style="list-style-type: none"><li>▪ Go to <a href="http://www.ferc.gov">http://www.ferc.gov</a> and look for Documents and Filings on the main menu.</li><li>▪ Select e-register and complete the form. To use e-filing, you'll want to complete the long form as prompted.</li><li>▪ You'll receive a verification email. Click the link to verify your account and return to FERC's site.</li><li>▪ On that screen you'll see options e-comment and e-filing.</li></ul>
<b>E-COMMENT</b> Use during pre-filing	<ul style="list-style-type: none"><li>▪ Enter the docket number in the search field - PennEast is PF15 - 1.</li><li>▪ Click on Search.</li><li>▪ Click on the plus sign on the right to select the docket.</li><li>▪ Enter your comment of no more than 6000 characters, spaces included.</li><li>▪ Hit Send Comment.</li></ul>
<b>E-SUBSCRIPTION</b>	<ul style="list-style-type: none"><li>▪ Use this to subscribe to all the comments being submitted during pre-filing.</li><li>▪ Click on Add New Subscription</li><li>▪ Enter the docket number in the search field and hit search</li><li>▪ Click on the plus sign and then click on subscribe.</li></ul>
<b>E-FILING</b> Use to file motion to intervene during filing phase	<ul style="list-style-type: none"><li>▪ Click on General, then Intervention, then Motion to Intervene</li><li>▪ Enter docket number into search field - At filing, FERC assigns a CP docket #</li><li>▪ Click Search, then click on the plus sign, then click on Next</li><li>▪ On the next screen, click on Choose File, then Upload.</li><li>▪ Repeat the process until all files are uploaded, then click Next.</li><li>▪ Click on As an Individual, then Next.</li><li>▪ Enter the email address you used to e-register, the Add as Signer, then Next.</li><li>▪ Modify the Description if you wish, then Next, then Submit on the next screen!</li></ul>

## A Few Tips...

- PF 15-1 is the PennEast Pre-filing docket number. If and when the project moves into the filing phase, FERC will assign a different docket number starting with CP. We will share the new docket number as soon as we get it. Please sign up for email alerts, visit our website, <http://www.stoppenneast.org>, visit the Stop the PennEast FB page, or visit the Stop PennEast FB group (permission to join required).
- We recommend that you register for a log in and password before submitting your comment. You'll have the opportunity to subscribe to receive the other comments being added to the docket and you'll be ready to login as soon as we find out that the project has moved into the filing phase and it's time to intervene.
- During the pre-filing phase, you can submit a 6,000 character comment only. During the filing phase, you can submit documents in any of the acceptable formats listed on the FERC site, <http://www.ferc.gov/docs-filing/elibrary/accept-file-formats.asp>
- When you're selecting General, then Intervention, then Motion to Intervene on the e-filing page, you'll see that you have other options. You can also submit a doc-less intervention. Use that option if you don't have any documents to submit and simply want to submit a statement. You can also file an out-of-time intervention, See below.
- The standard time period for filing a motion to intervene is 20 days. You can also submit an intervention out-of-time if you miss the submission deadline. Very often, FERC will accept your intervention if it's a bit late, but there are no guarantees.
- If you are not on the internet, you can still intervene by paper mail. Send an original and three copies of the motion to intervene by overnight services to:

**Kimberly D. Bose, Secretary**  
**Nathaniel J. Davis, Sr., Deputy Secretary**  
**Federal Energy Regulatory Commission**  
**888 First Street, N.E.**  
**Washington, DC 20426**

- You should also send a copy of your intervention to PennEast via email or paper mail:

**Anthony Cox**  
**UGI Energy Services, Inc.**  
**One Meridian Boulevard**  
**Suite 2C01**  
**Wyomissing, PENNSYLVANIA 19610**  
**UNITED STATES**  
**[acox@ugies.com](mailto:acox@ugies.com)**

- Filing a motion to intervene is free. Rumor has it that becoming an intervener is expensive. That's not true. The cost of the mailings above if you cannot send them via the FERC database and to PennEast by email is the total cost you'll incur.
- People living along the proposed path of the PennEast pipeline are invited to join us for conference calls every Sunday evening at 7 p.m. We share information, answer questions, and make plans on our weekly calls. To join, dial (605) 562-3131 and enter the Participant Access Code 651430# when prompted.

**BERKSGASTRUTH**

[www.gastruth.org](http://www.gastruth.org)

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