# Compliance with Ordering Paragraphs (COPs)

**Guide for Public Users** 



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#### **Compliance with Ordering Paragraphs (COPs) Overview**

#### **Background:**

The Compliance with Ordering Paragraphs (COPs) application is designed to assist CPUC staff in tracking compliance with Ordering Paragraphs (OPs) of regulated entities with Commission decisions. On a monthly basis various agency staff members will use COPs to identify, and enter relevant OPs, verify and document compliance, and produce reports summarizing compliance with OPs.

#### How to access COPs

- 1. Open a new browser window and enter following link: https://ia.cpuc.ca.gov/cops/
- Select the button for the action to be completed.
   All employees will have access to *Search for OPs* and to run *OP Summary Statistics Report*.

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California Public	Compliance with Ordering Paragraph	s (COPs)
		0
	Select from the menu below to continue:	
	Search for OPs	
	Manage OP Status [Compliance Officer Only]	
	Enter OP Data (Executive Division Only)	
	OP Summary Statistics Report	
		s_100% ≠

3. Selecting the *Search for OPs* button will launch the Custom Search screen.

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To view deta	ils about a record	d, clic	in the inters at the top of t	he details scree	n will	open.	INK CO S	start the searc	.n. 10	clear the search, click the	e Gear Search	IIOK.
You can sort	by columns, sim	ply cl	lick the column header. The	e number of reco	ords p	er page can be	adjust	ted by using t	he con	trol at the bottom of the	table.	
File Name: (	COPs Search Results	-	[do not include file extension	(i.exls or .doc)	in the l	file name)						
Check/Unch	eck the propertie	es lor	exporting this information	ii ii								
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Depart # (0) Equal In • D1306055 01306055 D1306055 D1306055	QP4 2 Symbol 15 3 5b, 5c 5d, 5b, 5c, 3t	• •	Deutson Effective Dela Carbone Date: (n/d/1997 ¥) 6/24/2015 6/25/2015 6/25/2015	Expert to Goal   Proceeding He Lipus In A1301011 R1410010 R1410010	O Y	Industry Equal In Communication Energy Energy Energy	o v v	Assigner Loval 15 Mar mis mis mis	•	Due Date Education Dates (and dypy) 7/11/2015 8/74/2015 8/74/2015 8/74/2015	Bernich Status (Equal to ) (Equal to (Equal to (Equal	n-ca 14
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#### How to access COPs (continued)

4. Selecting the *OP Summary Statistical Report* button will launch the report date entry screen.

Ordering Paragraph S	Summary Statistics
Enter a Date Range and then s	elect the Run Report Button
Decision Date: From To	
Run Report	Clear
Can	ncel

If you have any questions about the COPs process or are experiencing technical issues, please send an email to <u>COPs@cpuc.ca.gov</u>. Additional information can be found on the CPUC webpage under the <u>Transparency</u> tab.

## How to Search for an OP(s) in COPs

1. On the COPs main page, select the *Search for OPs* button.



2. The Custom Search screen will load pre-populated with all the OP records in a table.

			Cust	om Seal	ch						
To search, se To view deta	t your search criter ils about a record, o	ria in the filters at the top of click the row of an item and t	the table below. Cli the details screen w	ick the "Sear fill open.	ch" link to	start the sear	ch. 10 (	clear the search, click th	e "Llear	Search" lin	k.
You can sort	by columns, simply	click the column header. Th	e number of record	s per page o	n be adjus	ted by using t	the con	trol at the bottom of the	table.		
File Name: (	COPs Search Results	] [do not include file extension	(i.exds or .doc) in t	he file name]							
			[Luport in Lurs]   [1	Copert to Wood	Cantel						
Decision # 0	074	Decision Effective Date	Proceeding No.	• Industry		Assignee	0	Due Date	• Stat	Senroh (	
	GP# 0	Decision Effective Date 0	Proceeding No	Industry     Equal 1	0	Assignee Equal To	0	Due Data	O Stati	Senroh (	
Decision # 0	GP# C	Decision Effective Date 0	Proceeding No	0 Industry Equal T	0 •	Assignee Equal Ta	0	Due Dotz detresen Dates (ny/d/yyyy	0 Skah	Senroh j as al To	1000
Decision # 0 Boual To Y 01506066	Cife Constant	Decision Effective Date 0 Between Dates (wild/yryy ¥ 5 8/24/2015	Proceeding No Equal To A1501011	Epolatry     Epolatry     Commun	0 V V cafinis	Assignee Equal Ta	0	Due Data Between Dates (ny/3/yyyy 5 7/3/2015	0 Skati	Senroh ) ai ai To Is Compliance	The second se
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Decision # 0 Equal To • • 01506064 D1506063 D1506063 D1506063	GP# 6 60xx1 Te 7 3 5b: 55 2d: 3e: 51; 5]	Denuion Effective Date Between Dates (wild/ywy*) 4/24/7015 4/23/2015 4/23/2015 4/23/2015	Proceeding Ho Equal Te 41501011 K3410010 11410010 K1410010	Industry     Ecoul T     Commun     Energy     Energy	() v v cafteres	Assignee Equal To nar mis mis mis	•	Due Date Retineen Datios (nyldynyn) 7/1/2015 8/20/2015 8/20/2015	2 State	Search ( at To In Compliance Not Yet Due Not Yet Due Not Yet Due	and a second sec
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Decision: #	CB# C Equal To V 3 38, 55 34, 36, 55, 7] 4 8, 2 1, 2 1, 2	Decement Effective Date      O     Decement Stree (m/d/ywyr♥	Proceeding No Equal Te A1501013 R440013 R40003 R4000003 R40000000000	C Industry Bound T Communi Sinergy Energy Brengy Sinergy Sterng Scomp Bcomp	G v V v	Accignce depusit To our mits mits mits mits mits and all all	•	Due Date debeen Dates (n/d/yyyy) 7/3/2015 4/24/2015 4/24/2015 4/28/2015 4/28/2015 4/28/2015 4/28/2015	0 Stah	Scoroh ; at al To In Compliance Not Yet Due Not Yet Due Not Yet Due	

The OP records are listed in chronological/descending order by Decision Number. The most recent entry will be listed at the top. To find a specific OP record(s), filters can be applied for the following data items:

- Decision #
- OP #
- Decision Effective Date (date range)
- Proceeding No.
- Industry
- Due Date (date range)
- Status

## How to Search for an OP(s) in COPs (continued)

 For our example, we will be searching for OP records by applying a filter for Decision Effective Date. Enter the date range of 3/20/15 – 3/29/15 in the Decision Effective Date filter fields and click on the "Search" link.

									-	Search	
Decision # (0)	ore O	Decision Effective Date	Proceeding No		Industry	٢	Assignen		Due Date 0	Status	
Equal To Y	Equal To Y	Between Dates (m/d/yyyy ♥) 3/20/15 3/29/15	Equal Te	4	Equal To		Equal To	Y	Between Cates (m/d/yvyy ¥)	Equal To	Y
01502001	4	2/3/2015	R3206013		Energy.		gesp		19/1/2015	Not Yet Due	
D1507003	5	7/3/2015	R1206013		Emergy		24.0		9/3/2015	Not Yet Due	
210502003	7	2/3/2015	81206013		Energy		pap		3/1/2016	Not Yet Due	
01507001	8	7/3/2015	R1206013		Energy		pap.		10/16/2015	Not Yet Doe	
01507001	9v 10	7/3/2015	R1206013		Energy		po p		1/1/2018	Not Yet Due	
D1507001	11	7/3/2015	R1206013		Energy		pap		1/1/2018	Not Yet Due	
01507001	14	7/3/2015	R1206013		Energy		96.0		8/3/2015	Not Yet Due	
01507001	12	2/3/2015	R1206013		Energy		p5.p		8/2/2015	Not Yet Due	
01507003	13	7/3/2015	R1206013		Energy		pap		8/3/2015	Not Vet Due	
D1007001	13	7/2/2015	R1204013		Energy		ps p		8/3/2013	Not Yet Due	
01507001	16-	2/3/2015	81206013		Energy		pep		193/2015	Not Yet Liue	
D1507061	17	7/3/2015	R1204013		Energy		296 D		7/23/2015	Not Compliance	Bern

The table will reload to show the OP records that match your search criteria.

Decision # 0	01=	Decision Effective Date	Proceeding No	Industry	۲	Assignee	0	Due Data 0	Status
Equal Te V	Equal to	Botween Dates (m/d/yyyy ¥ 3/30/13 3/29/15	Equal To	Equal to	¥ ¥	Equal To		Between Bates (m/d/yyyy V	Equal To
D1503045	3	3/25/2015	A111100Z	Energy					
D1503048	28	3/26/2015	£001021A	Water					
D1503048	25	3/26/2015	A1201003	Water					
D1503042	1, 2,	3/26/2015	A1406001; A1406002; A	Energy		luk		6/90/2015	Not In Compliance
01503042	3.4.	3/26/2015	A1406001) A1406002: A	Energy		bsk		4/26/2015	Not In Compliance

4. To clear you filters and cancel your search, click on the "Clear Search" link. This will reload the page to the default view with all filters fields empty.

Decision # 0	OP# (0	Occision Effective Date	Proceeding No	0	Industry	0	Assignee	0	Due Date 0	Status
Equal To . Y	Equal To Y	Between Dates (m/d/yyyy ¥	Equal To	Y	Equal To	• •	Equal To	Y	Between Dates (m/d/yyyy ¥)	Equal 7s
01500066	4	1/24/2015	A1501013	-	Genmunizationa		RAC	-	1/1/2015	In Compliance
01506063	56, 5c	6/75/7815	R1430010		Energy		mte		8/25/2015	Not yet Due
01506063	54, 5e,	6/25/2015	R1450010		Energy		1105		8/25/2015	Not Vet Due
D1506063	51, 5j	6/23/2015	R1410010		Energy		enta.		8/28/2015	Not Yet Due
D1506063	4	6/25/2015	R1430010		Enargy		mts		8/28/2015	Not Yet Due
D1500062	1.2	6/25/2915	R1011014		loomp		\$15		7/27/2015	Not Yet Due
01506063	5.2.	6/25/2015	80012005		loomp					
D1506060	1. Z	6/23/2015	R1201085		teemp					
01506060	57, 5g, 3h, 5h1.	4/25/2015	R1410010		Brergy.		rec2		9/31/2013	Net Yet Our

#### How to View\_OP Details in COPs

1. On the Custom Search screen, select the OP to be viewed by clicking on the record row.

										Search	Clear Search	
Decision # 0	OP# 0	Decision Effective Date	Proceeding No	0	Industry	٥	Assignee	0	Due Date	٥	Status	
Equal to	(Equal To 👻	Between Dates (m/d/yyyy ¥)	Equal To	v)	Equal To	v)	Equal Te	×	Between Dates (m/d/	*****	Equal To	-
					Energy	Υ.	(C.					-
01306063	Sb, Sc	6/25/2015	R1410010		Energy		mts		8/26/2015		Not Yet Due	ŧ.
D1506063	5d. 5e.	6/25/2013	R1410010		Energy		mite		8/28/2015		Not Yet Due	é
01306063	51, 53	6/25/2015	R1410010		Energy		mits		8/28/2018		Not Yes Clue	i.
01506063	6	6/25/2015	R1410010		Energy		inda		8/28/2015		Not Yet Due	έ
D1206060	36, 5g. 5h. 3h1	6/25/2015	R1410010		Energy		med		7/91/2015		Not Yet Due	i.
01506051		6/25/2015	A1407012		Emergy		kab		9/90/2015		In Compliant	œ
01506051	10	6/25/2018	A1407012		Energy		kab		6/20/2014		Not in Complia	108
D1506051	12	6/25/2015	A1407012		Energy		kab		8/28/2015		Not Yet Due	i
01506051	13	6/25/2015	AL407012		Energy		kab		6/30/2015		Net In Complia	nce
D1506051	15	6/25/2015	A1407012		Energy		kat)		6/30/2015		In Compliand	20

2. The screen will reload, showing the OP Details Summary screen.

	Many the Ordering Descrept details below
	view the Ordering Paragraph details below:
Manage OPs	
	OP Details
Decision No:	01506051
Decision Effective Date:	6/25/2015
Proceeding Number:	A1407012
industry:	Energy
OP Numbers	10
Details:	Southwest Gas must comply with the restriction concerning variable-rate exposure set forth in Decision 10-10-022. Southwest Gas' variable-rate exposure (unhedged variable) rate debt and fixed to floating rate risk management contracts] shall not exceed 35 percent of the total debt autisanding.
Record ID#:	277
Manage Status	
	Status Betails
Statuse	Not In Compliance
Assignee:	kab
Due Date:	6/20/2014
How was the Compliance Status determined:	Southwest Gas has not modified their variable-rate exposure to be inline Decision 10-10-022.
Notesi	

3. To close the OP Details Summary screen, click on the "Back to Search Page" link located in the upper left corner of the screen. This will close the window and return to the Custom Search screen.

	View the Ordering Paragraph details below:
Manage OPs	
	OP Details
Decision I	o: 01504051
Decision Effective Da	et 6/25/2015
Proceeding Numb	rt A3407012
Indust	y: Energy
OP Numb	vs 10
Deta	Southwest Gas must comply with the restriction concerning variable-rate exposure set forth in Decision 10-10-022. Southwest Gas' variable-rate exposure (unhedged variable rate debt and fixed to fitnating rate risk management contracts) shall not exceed 35 percease of the total debt outstanding.
Record II	#: 277

# How to View\_OP Details in COPs (continued)

4. To close the Custom Search screen, click on the *Cancel* button to return to the COPs main page.

									Search	Clear Search
Decision # 0	Oba 📀	Decision Effective Date	Proceeding No.	0	Industry	0	Assignee	٥	Due Date 💿	Status
Equal To Y	Equal To	Bet-seen Dates (m/d/yyyy Y	Equal To	۲	Equal Te Energy	*	Equal To	*	Between Dates (m/d/yvyy ¥	Equal Te
01504063	5b, 5c	6/23/2015	R1410010		Griving y		mta		8/28/2015	Not Yet Due
D250L063	5d, 54,	6/26/2016	M1410030		Linergy		mta		8/28/2015	Not Yet Due
D1506063	51, 51	6/25/2015	R1410010		Environ		mia		8/26/2015	Not Yet Due
01506063	6	6/25/2015	#1410010		Energy		mita		8/28/2015	Not Yet Due
D1506060	57, 59, 5%, 5%).	6/25/2013	#1410010		Energy		mc3		7/31/2015	Not Yet Doe
D1806051	9	6/25/2015	A1407052		Enorgy		kab		9/30/2015	In Compliance
01506051	10	6/25/2015	A1407082		Energy		kab		6/20/2014	Not In Compliance
01306021	12	6/25/2915	A1407012		Energy		kab		8/28/2015	Not Yet Due
01506651	13	6/25/2015	A1402012		Energy		kab		6/30/2015	Not in Compliance
01306051	15	6/25/2015	A1407012		Energy		kale		6/30/2013	In Compliance

#### How to Create a Custom Search Report in COPs

1. On the Custom Search screen, create a search by completing the filter fields. For our example, we apply the filters for Industry and Status to create a customized search.

							-	🔶 Search (
L'ecision # 🗇	OP#	Decision Effective Date	Proceeding No	Industry 📀	Assignee	٥	Due L'ate 🔹	Status
Equal To V	Equal To V	Belower Dates (m/d/yyry V	Equal To V	(Boud To V)	Equal Tu	*	Between Dates (m/d/yyyy V)	(Equal To
D1206066	2	6/24/2015	A1301011	18	r		7/1/2015	In Compliance
D1206063	5b, 5c	6/25/2015	R1410010	CSID (CAE/PAC)	5		8/28/2015	Not Yet Due
D1506063	5d. 5w,	6/25/2015	R1410010	> Energy	շիհյ հ		8/28/2015	Not Yes Due
D1506063	51, 51	6/25/2015	R141C010	Executive	<u> </u>		8/28/2015	Not Yet Doe
DIGGEO63	A	6/25/2015	R1410010	Transportation or Other Salety			8/26/2015	Not Yes Doe
III.S00062	1, 2	6/25/2015	81011014	Water	*		7/22/2015	Not net line
0150(0)1	3.0	6725/2015	MEAN 2002					
DISCECEC	1, 2	6/25/2015	R1201005					
D1006060	Sf. 5g. Sh. Shi	6/25/2015	R1410010	Lenergy	inco		7/31/2015	Not Yet Due
D1306035	1, 2	6/25/2015	A1310017	Jeamp				

Select Energy from the Industry drop down menu, and click on the "Search" link.

Select "Not in Compliance" from the Status drop down menu, and click on the "Search" link.

										> Search	Clear Search
Decision # 🔍	0P#	٥	Decision Effective Date	Proceeding No.	8	Inductry	0	Appignee	٥	Due Data 🔍	Status O
Equal To	Equal To	Y	Botween Dotes (m/d/yyyy Y	Equal Te	-	Equal To Energy	*	Equal Te kab	*	Botween Dates (m/d/yyyy Y	Equal To
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D1506051	10		6/25/2015	A1407012		Energy		kab		5/20/2014	In Compliance
1209021	12		6/35/2015	A1407012		Energy		kab		8/28/2015	> Not In Compliance
D1506051	13		5/25/2015	A1407012		Energy		kab		5/30/2015	Not Compliance Iten
01506051	- 15		6/25/2015	A1407012		Energy		kah		6/30/2015	22
01506046	4		5/25/2015	A1403025		Energy		kab		5/25/2015	
01306046	7		6/25/2015	A1408026		Energy		kab		6/25/2015	

## How to Create a Custom Search Report in COPs<sup>1</sup> (continued)

The screen will reload with your final results.

										Search	Clear Search
Heeisin # 🗇	(III=	۲	Decision Effective Jate 🙁	Proceeding No	٢	Industry	٢	Assignme	0	Due Date 😒	Status
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	<u> </u>			<u></u>		Fortigy	¥.	kali			( hol In Compliance
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D1505051	13		6/25/2015	A1407012		Filmingy		Kelt		6/30/2015	Not To Compliant
01505040	4		Westing	A1405020		Linengy		low h		1125 Carris	Not to Compliant

- 2. On the Custom Search screen, set the report preferences.
  - Enter a name for the report in the File Name field. For this example, we will name it Energy COPs Monthly Report June 2015.
  - Check the boxes for "Export to All Pages" and "Include Ordering Paragraph text in Export" to include all OP records, including OP text, that meet your search in the export file.

c	Custom Search
to search, set your search criteria in the filters at the top of the table belo to view details about a record, click the row of an item and the details scre	ow. Llick the "Search" link to start the search. Io clear the search, click the "Clear Search" link reen will open.
Very seek his selectory along he shiply the selectory has deer. The second see at as	and a second second and the second
You can sort by columns, simply click the column header. The number of re	records per page can be adjusted by using the control at the bottom of the table.
You can sort by columns, simply click the column header. The number of re File Name: (Energy COP: Northly Rep.) [do not include file extension (i.exis or .do) Check (Hardwork in a second in the second in this information:	records per page can be adjusted by using the control at the bottom of the table.
You can sort by columns, simply click the column header. The number of re File Name:	records per page can be adjusted by using the control at the bottom of the table. ac) in the file name:

3. To create the report file, click on the *Export to Word* button.

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D1505051	13		6/25/2015	A1407012	Fireigy		Kelt	6/30/2015	Not To Compliance
DISOLOAL	4		425/2015	A1405025	i nergy		low h	1/25/3015	Not to Compliance

4. Click on the *Save* button to save the word file to your computer.

	Do you want to open	or save Energy COPs Monthly Re	port lune 2015.doc (11.3	Open Save V Cencel X			
Records per page	(10 ¥)				Records: 1 - 10 of 1	30 - Palvat (K 🔿 1 2 3	1 5 🕥 H (uss of 13)
101503046	a	2/25/2015	A1405025	I nergy	kab.	4725/2015	Not In Lomplence
D1505051	1.7	6/25/2615	A1407012	Friengy	i.ah	6/00/2015	Not In Compliance
D1506051	E.C	6/25/2013	A1407012	Energy	kala	6/20/2014	Not In Compliance

<sup>&</sup>lt;sup>1</sup> Note: IE9+ needed to export/download reports.

#### How to Create a Custom Search Report in COPs (continued)

5. Once the export report file has been saved to your computer, click on the *Open* button to see the report.

Records per pager	The Forum CO Is May	abu Fara a bara 2015 dan dara	land has some later		Hotords) 1 - 10 sf	130 - Pages ( (K ( 4 ) - 1   2   )	4 5 (>)>  (out of 12)
D1506046	4	6/25/2015	Al+C5d26	Energy	lab	6/25/2015	Not In Compliance
J1506951	13	6/25/2015	A1407012	Lnergy	kab	6/30/2015	Not In Compliance
01506051	30	D/25/2015	A1407012	Friengy	kah	(/20/2014	Not In Compliance

6. The exported word file will open to show the report data.

aste Ca	g Cony Format Painter storand S	Times New Rom = 12 - B Z II - also sc. : Fami	x <sup>2</sup> λ · 2 · 3 = 1 = 1 = 1 x <sup>2</sup>   Δ · 2 · Δ · ■ ■ ■	- 1994   1985 1994   1994   ■ 1994   1994 - 1994   Hangkach	AaBbCcl Aal Thiomai Thio	BbCcI AaBbC: AaB Span. Heating 1 Heat	ABEC ABB AddbECC. Support Title Substitute Styles	AdibCel AdibCel Adib	MCn . Dange Spiner k Smooth
D∉	Decision #	OP#	Decision Effective Date	Proceeding No	Industry	Assignee	Due Date	Status	OrderingParagraph
277	D1506051	10	625/2015	A1407012	Energy	kab	6/20/2014	Not In Compliance	Southwest Gas must comply with the restriction concerning variable rate exporter set forth in Decision 10-10- 022. Southwest Gas' variable-rate exporter (unhedged variable rate (unhedged variable rate debt and fixed to floating rate risk management contracts) shall not exceed 35 percent of the total debt ourtranding.
279	D1506051	13	625/2015	A1407012	Energy	kab	6/30/2015	Not In Compliance	Southwest Gas Corporation must report on a semi-annual hasis all the information required by General Order 24-C with respect to debt issued herein.
298	D1506046	4	6252015	A1405026	Energy	kab	6/25/2015	Not In Compliance	San Diego Gas & Electric Conpany shall include the maximum Standard of Practice 4 disallowance cap amount and calculation, for information purposes only in its fature Energy Resource Recovery Account Compliance testimony

#### How to run a Summary Statistics Report

1. To run a statistics report, click on the **OP Summary Statistics Report** button on the COPs main page.



The page will reload to show the summary report screen.

Orden	ing Paragraph Summary Statistics
Enter a Date R	Range and then select the Run Report Button
Decision Date. From	Tu
	In Broad Class
Ri	Cisar
	Cancel
	Cancer

2. Click in the "From" date field to launch the calendar tool and select a date.

	Ordering Paragraph Summary Statistics
Ĵ	Enter a Date Range and then select the Run Report Button
Decision Date: From	p_D1:01/2014 v To ◆ January, 2015 >
	Sw Mo Tu We Th Fr Se 26 29 30 31 1 2 3
	4 5 6 7 5 5 10 11 12 13 14 15 16 17
	18 19 20 21 22 23 24 25 26 27 28 29 30 31 ancel
	1 2 3 4 5 6 7

#### How to run a Summary Statistics Report (continued)

3. Click in the "To" date field to launch the calendar tool to select a date.

Ordering Paragra	ph Summary Statistics
Enter a Date Range and th	en select the Run Report Button
Decision Date: From 01/01/2015	D6/30/2015 w
	Su Ho Tu We Th Pr Sa
Run Report	11 1 2 3 4 5 6 7 8 9 10 11 12 13
	14 15 16 17 18 19 20
	28 29 30 3 2 3 4
	5 6 7 8 9 10 11
	Teday: July 19, 2015

4. Click on the *Run Report* button to run the statistical report.

Ordering Paragraph Summary Statistics	
Enter a Date Range and then select the Run Report Button	
Decision Date: From 01/01/2015 To 05/30/2015	
Clear Clear	

5. View the Summary Statistical Report results.

				Ente	er a Date Ran	be and th	ten sele	ct the Run Rep	ort Button					
			Decision	Date: From	1/01/2015	T	06/30/	2015						
					Run	leport		Clear	1					
INDUSTRY	TOTAL COMPLIANCE OP+	IN- COMPLIANCE	MIN-	NOT IN COMPLIANCE	% NOT IN-	NOT YET	% NOT	NOT COMPLIANCE	N NOT COMPLIANCE ITEM	TRACKED IN	N TRACKED	PERSONNEL	N PERSONNEL ASSIGNED	NO STATI
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CSID	0	D	0%	0	0%	0	0%	0	0%	0	0%	D	0%	0
Energy	130	4	3%	3	2%	7	6%	0	0%	0	0%	14	11%	116
Executive	14	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	14
lc omp	70	2	3%6	0	0%	1	1%	0	0%	0	0%	2	4%	67
Transportation or Other Safety	65	0	0%	C	0%	0	0%	C C	0%	0	0%	D	0%	65
Water	31	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	31
T 4 1	375	8	2%	3	196	9	2%	0	0%	0	0%	20	676	355

6. To create a PDF file of the report; click on the *Export to PDF* button.

				Ente	er a Date Ran;	je and th	en sele	ct the Run Repo	ort Button					
			Decision	Date: From	1/01/2015	Т	06/30/	2015						
					Run F	Report		Clear	1					
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Communications	65	2	3%	0	0%	1	2%	0	0%	0	0%	3	5%	62
CSID	0	0	0%	0	0%	0	0%	0	0%	0	£%	0	0%	0
Energy	130	4	3%	3	2%	7	5%	0	0%	0	0%	14	11%	116
Executive	14	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	14
loomp	70	2	3%	0	0%	1	1%	0	0%	0	0%	3	4%	67
Transportation or Other Safety	65	٥	0%	0	096	0	0%	0	0%	0	0%	D	0%	65
Water	31	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	31
Total	375	8	2%	3	1%	9	2%	0	0%	0	0%	20	5%	355

#### How to run a Summary Statistics Report (continued)

Sample of the Summary Statistics Report PDF file.

Decision Issued from 1/1/015 To 6/30/015         Important To PERSONNEL NOT THE TOT THE TOT TO TOT TO TOT TO THE TOT THE TOT TO TOTAL TO THE TOT TO THE TOT THE TOT THE TOT THE TOT THE TOT T	Incustry Transitions CSID Encry	тота. мер тамлер оре 65 1 120 4 14 10 85 31 375	осомен ланое 2 0 4 0 2 2 0 0 8	0 % % 0 % % 0 % 0 % 0 % 0 % 0 % 2 %	нот IN Соменциосе 0 0 3 0 0 0 0 3 3	Decisi 96 807 84- 0095 005 005 005 005 005 005 105 105	NOT YET FOR NOT YET FOR 1 0 7 0 1 0 0 0 9	** 801 YET ** 801 YET 01.F 2% 0% 0% 0% 0% 0% 2%	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	015	TRACKED IN FPT 0 0 0 0 0 0	**************************************	PERSONNEL 38.8/4/4Ph 3 0 14 0 3 0 0	** #33109460 5% 0% 11% 0%	но зтатов залисионо 02 0 113 14 05 05
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Encory         130         4         2%         3         2%         7         5%         0         0%         0         0%         14         11%         113           Encory         4         0         0%	Encry / Executive / Icomp / Icomp / Innsportation or Uniter States / Water / Total : Total :	120 14 70 65 31 375	4 0 2 0 8	3% 0% 3% 0% 0% 2%	3 0 0 0 3	2% 0% 0% 0% 0%	7 0 1 0 0 9	5% 0% 1% 0% 0% 2%	0 0 0 0	0% 0% 0% 0% 0%		0% 0% 0% 0%	14 0 3 0	11% 0% 4% 0%	113 14 65
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Iomp         /U         2         3%         0         0%         1         1%         0         0%         0         0%         3         4%         6/           mappetition         65         0         0%         20         5%         365           Water         375         8         2%         3         1%         9         2%         0         0%         0         0%         20         5%         365	loomp Imgortation or Other Satery Water Total	70 65 31 375	2 0 8	3% 0% 0% 2%	0 0 3	0% 0% 0% 1%	1 0 0 9	1% 0% 0% 2%	0	0%	0	0% 0%	3	4% 0%	65 01
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Water         31         0         0%         0         0%         0         0%         0         0%         0         0%         31           Total         375         8         2%         3         1%         9         2%         0         0%         0         0%         20         5%         365	Water Total 3	31 375	8	0% 2%	0 3	0% 1%	9	0% 2%	0	0%	0	0%	0		0.1
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										1/0	0	0%	20	5%	355
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7. On the Summary Statistics Report page, click on the *Cancel* button to return to the COPs main page.

									5					
				Ente	r a Date Rang	e and t	hen sele	ct the Run Rep	ort Hutton					
			Decision	Date: From D	1/01/2015	T	o 06/30/	2015						
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Communic ations	65	2	3%	0	0%	1	2%	0	0%	0	0%	3	5%	62
CSID	0	0	D%	0	0%	0	0%	0	0%	0	0%	0	0%	0
Energy	130	4	3%	3	2%	7	5%	0	0%	0	0%	14	11%	116
Excession	14	0	0%	0	0%	0	0%	0	0%	Ô	0%	0	0%	14
CXECUTIVE	70	2	3%	0	0%	1	1%	0	0%	0	0%	3	4%	67
lcomp								-	08	0	ON:		05	25
Icomp Iransportation or Other Safety	66	0	D%	0	0%	0	0%		076	.0	076		078	00
Icomp Iransportation or Other Safety Water	66	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	31

#### How to exit COPs

1. On the COPs main page, click on the **red** "X" in the upper right corner to close your browser window.



## **Glossary of Terms**

**Decision Effective Date:** the date assigned to a specific decision that designates that the decision is official and the actions within are final.

**Decision Number:** the administrative number assigned for a specific decision at the Commission. The number starts with a "D" followed by seven digits, for example D1504009.

Due Date: the date by which all compliance items/tasks identified within the OP must be completed by.

**Executive (Data Entry):** the employee(s) within the Executive Division who will be entering in the final OPs within COPs. OPs are entered on a monthly or bi-monthly basis in tandem with Commission meetings.

Industry: Division /industry that is responsible for monitoring the compliance of the regulated entity.

**Ordering Paragraph:** CPUC formal decisions include Ordering Paragraphs (OPs), which can: Direct a regulated entity to take action such as submitting a report, conducting a workshop, or simply providing information.

Paragraph Number: the number assigned within the Decision for a specific OP.

**Proceeding Number:** the administrative number assigned for proceeding support documentation associated with the Decision and OP. There can be up to six (6) support proceeding documents associated with each OP. The number starts with a capital letter and followed by seven digits, for example: R1503023 or A1505004.

**Summary Statistical Report:** the aggregate compliance statistics and performance reports that will help CPUC leadership to monitor to set compliance goals, deploy resources strategically to improve compliance levels and quality across the Commission.

#### **Status Definitions:**

*Not Due Yet* – The Ordering Paragraph has a specified compliance due date in the future.

*In Compliance* – The OP compliance item or task has been completed and verified by the Assignee by the specific due date.

**Not In Compliance** – The OP compliance item or task has not been completed and the specific due date has past. **Tracked in FPT** – The action specified in the OP is financial and is tracked in the Financial Payment Tracker (FPT) tool.

**Not Compliance Item** – The OP does not include a measurable compliance item or task to be completed or tracked. For this status, the Assignee will be the industry/division Compliance Officer and the Due Date will be the current date.

**Pending Verification by SME** – A new OP has been assigned; awaiting Subject Matter Expert (SME) to verify compliance.