



QUICK REFERENCE GUIDE: ALL USERS



This Quick Reference Guide: **All Users** provides users with instructions and guidelines for all users to search the Compliance with Ordering Paragraphs (COPs) application. Use this QRG to guide you while in the COPs application.



Background

The COPs application tracks 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

Status Definitions

Each OP is assigned a status, which can be updated and notes added as compliance is tracked.

- Not Yet Due: The OP has a specified due date in the future.
- In Compliance: Compliance item has been completed and verified by the due date.
- Pending Verification by SME: A new OP has been assigned; awaiting SME to verify compliance.
- Not in Compliance: Compliance item has not been completed and is past the due date.
- Tracked in FPT: The action specified is financial and tracked in Financial Payment Tracker (FPT).
- Not Compliance Item: The OP does not include a compliance item.

Need more information?

Check out the [COPs Website](#) on the CPUC webpage.

Questions, comments & feedback...

Send an email to COPs@cpuc.ca.gov





Compliance with Ordering Paragraphs Application

All public users have access to search OPs and create reports. The steps below outline how to access COPs, complete a search, and filter and export data from COPs.

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

Step 1: Access the System

- Open a new browser and enter https://ia.cpuc.ca.gov/cops_
- Click **Search for OPs** to access the **Custom Search** page (available options are based on user profile).

Step 2: Review OPs

- Click any row to access the **View Ordering Paragraphs Detail** page. Alternately, you can search for specific information by using the appropriate filters:
 - Select from the **Industry** drop down menu.
 - Enter a date range in the **Due Date** column to search OPs that are due in the coming month.
 - Select **Status** from the drop down menu to search by OP status.

Step 3: Create a Report

- Click **Export to Word** and save and open the file on your computer.
- Alternately, click **OP Summary Statistics Report** from the COPs home page to create a summary statistics report. Note: The **OP Summary Statistics Report** reflects an aggregate of all OPs listed in COPs.

[Note: IE9+ needed to export/download reports.]

Custom Search

To search, set your search criteria in the filters at the top of the table below. Click the "Search" link to start the search. To clear the search, click the "Clear Search" link. To view details about a record, click the row of an item and the details screen will open.

You can sort by columns, simply click the column header. The number of records per page can be adjusted by using the control at the bottom of the table.

File Name: COPs Search Results [Download this file to your computer (File, Save as...)]

Check/Uncheck the properties for exporting this information:

- Export All Pages
- Include Ordering Paragraph text in Report

Export to Word | Export to Excel | Cancel

Decision #	OPP	Decision Effective Date	Proceeding No.	Industry	Assignee	Due Date	Status
0106066	3	6/24/2015	A1407012	Energy		7/24/2015	Tracked in PPT
0106061	1b, 2c	6/22/2015	A1407012	Energy		6/30/2015	[Not in Compliance Team]
0106063	0A, 0c	6/25/2015	R440010	Electric		6/26/2015	Not in Compliance
0106062	5A, 2f	6/25/2015	R440010	Electric		6/30/2015	Not in Compliance
0106063	6	6/25/2015	R440010	Transportation, Civil, Safety, Water		6/30/2015	Tracked in PPT
0106062	1a, 2	6/25/2015	R440010	Transportation, Civil, Safety, Water		6/30/2015	Not in Compliance

View the Ordering Paragraph details below:

Manage OPs

OP Details

Decision No: 0106061
 Decision Effective Date: 6/25/2015
 Proceeding Number: A1407012
 Industry: Energy
 OP Number: 1C

Details: Southwest Gas must comply with the restriction concerning variable-rate exposure set forth in Decision 10-10-022. Southwest Gas' variable-rate exposure (unlevered variable rate debt and fixed-to-floating rate non-management contracts) shall not exceed 35 percent of the total debt outstanding.
 Record ID#: 277

Manage Status

Status Details

Status: Not in Compliance
 Assignee: Not
 Due Date: 6/30/2015

How was the Compliance Status determined: Southwest Gas has not modified their variable-rate exposure to be in line Decision 10-10-022.
 Notes:
 Record ID#: 277

