



Pisces Attachment Types and their Rules

Data Current as of: 12/1/2016

Report Printed: 12/1/2016

This report lists the types of attachments supported in Pisces and the rules associated with each type.

Depending on your Pisces user permissions and the state of your contract, you may not be able to add one or more of the attachment types below. For example, line item budgets may not be uploaded after the contract or amendment is submitted for review/approval (however once the contract or amendment is issued, these documents may be uploaded once again).

Attachment Type	Subtype	Definition	Max # Allowed	Max Size	Required File Type (1) (2)	View Permissions (3)
Communication	Council Communication	Covers official Northwest Power and Conservation Council correspondence (emails or letters) relating to a project or contract. Also includes correspondence from BPA to the Council.	10	5MB	doc,wpd,pdf,txt,htm,html,rtf,msg,docx	All Pisces Users or Contacts Only
	Other	Key emails and letters pertaining to a contract or project that are not specifically related to the Council or public relations.				
	Public Relations	Covers communications (emails or letters) of particular interest or sensitivity to the public relations group.				
EC Document		Any document used by KEC, BPA's environmental compliance group, to document completion of environmental compliance requirements. Only EC Leads can add attachments of this type.	5	50MB	doc,wpd,pdf,txt,xls,docx,xlsx	Contacts Only
FISMA Attestation		The FISMA (Federal Information Security Management Act of 2002) Attestation form confirms that the contractor is complying with the FISMA. The document can be a letter or a memo. Because the document must be signed and dated, only a PDF is acceptable.	10	50MB	pdf	All Pisces Users or Contacts Only or Public (anyone can access via web)
HEP Report	Baseline	Describes an initial Habitat Evaluation survey conducted on a parcel of land, and thus establishes a baseline. A Habitat Evaluation Procedure (HEP) report is typically written by the HEP team and determines the habitat units (HUs) associated with a parcel or management area.	50	50MB	doc,wpd,pdf,docx	Public (anyone can access via web)
	Follow-up	Describes a Habitat Evaluation survey conducted on a wildlife management area sometime after an initial, baseline survey. Follow-up surveys are typically conducted every 5 years or when a significant change occurs with a parcel or area of land. A Habitat Evaluation Procedure (HEP) report is typically written by the HEP team and determines the habitat units (HUs) associated with a parcel or management area.				
Line Item Budget	Contract Budget	A BPA contracting requirement that breaks down the Primary contractor's budget into individual line items. Used to justify the contract amount. May include subcontractor budgets.	5 (per agreement revision)	5MB	xls,doc,pdf,xlsx,docx	Contacts Only
	Subcontract Budget	A BPA contracting requirement that breaks down the subcontractor's (or secondary contractor's) budget into individual line items. Used to justify the contract amount.	10 (per agreement revision)			
Management Plan		A document describing an intended suite of actions for a piece of land or a facility. Common for wildlife management and hatchery operations.	30	50MB	doc,wpd,pdf,txt,docx	All Pisces Users or Contacts Only or Public (anyone can access via web)
Map		Geographic products that provide additional information about a project or contract. These attachments are not intended to serve as a repository for geographic data sets.	50	50MB	jpg,jpeg,tif,tiff,drg,pdf	All Pisces Users or Contacts Only



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Monitoring Report	BPA Report	A document describing a BPA-led site visit during which compliance with an existing conservation easement or another agreement is assessed.	50	100MB	doc,wpd,rtf,pdf,txt,xls,docx,xlsx	Contacts Only
	Partner Report	A document describing a Partner-led (non-BPA) site visit during which compliance with an existing conservation easement or another agreement is assessed.				
MOU/MOA		Memorandum of Understanding/Agreements are legal agreements between two or more parties, typically between BPA and a contractor/sponsor.	10	20MB	doc,wpd,pdf,txt,docx	All Pisces Users or Contacts Only or Public (anyone can access via web)
Other		Used only when all other attachment types do not apply.	300	50MB	doc,wpd,pdf,txt,xls,htm,html,rtf,msg,gif,jpg,jpeg,tif,tiff,docx,xlsx	All Pisces Users or Contacts Only or Public (anyone can access via web)
Photo		Documents work progress, especially when both "before" and "after" photos are provided.	100	2MB	jpg,jpeg	All Pisces Users or Contacts Only or Public (anyone can access via web)
Presentation		Covers presentations such as those given at conferences, Council, ISRP, ISAB, or IEAB meetings.	10	50MB	pdf,ppt,pptx,pps,ppsx	All Pisces Users or Contacts Only or Public (anyone can access via web)
Progress (Annual) Report	Non-Technical, Draft	Progress Reports cover what traditionally have been called annual reports and final reports, plus similar reports that cover periods of time longer than a year. These reports typically include accomplishments and a lessons learned analysis. Non-technical Progress Reports typically follow a statement of work format and include a discussion of accomplishments but not a thorough scientific assessment of results. Most annual reports will fall into this subtype. (While various file types are allowed for Draft reports, Final reports must be PDF.)	15	100MB	doc,wpd,pdf,docx	Contacts Only
	Non-Technical, Final	Progress Reports cover what traditionally have been called annual reports and final reports, plus similar reports that cover periods of time longer than a year. These reports typically include accomplishments and a lessons learned analysis. Non-technical Progress Reports typically follow a statement of work format and include a discussion of accomplishments but not a thorough scientific assessment of results. Most annual reports will fall into this subtype. (While various file types are allowed for Draft reports, Final reports must be PDF.)				Public (anyone can access via web)
	Technical, Draft	Progress Reports cover what traditionally have been called annual reports and final reports, plus similar reports that cover periods of time longer than a year. Technical Progress Reports often follow a scientific format. Most research, monitoring, and evaluation (RME) progress reports will fall into this group. These reports include thorough scientific or technical analyses. (While various file types are allowed for Draft reports, Final reports must be PDF.)				Contacts Only
	Technical, Final	Progress Reports cover what traditionally have been called annual reports and final reports, plus similar reports that cover periods of time longer than a year. Technical Progress Reports often follow a scientific format. Most research, monitoring, and evaluation (RME) progress reports will fall into this group. These reports include thorough scientific or technical analyses. (While various file types are allowed for Draft reports, Final reports must be PDF.)				Public (anyone can access via web)



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Progress (Annual) Report Comments		Peer review comments provided to BPA on progress reports.	5	5MB	doc,wpd,docx	All Pisces Users or Contacts Only or Public (anyone can access via web)
Property Inventory		A BPA contracting requirement that lists property associated with a contract, its condition, value, and disposition.	1 (per agreement revision)	5MB	xls,xlsx	All Pisces Users
SOW Review		A contracting process document used by BPA implementation managers to track comments and request changes to a statement of work (SOW).	1	5MB	pdf,doc,docx	Contacts Only
Transmittal Memo	Contract (CR and CCR)	An internal BPA contracting process document that provides contextual and process information for BPA managers and Contracting Officers when dealing with a contract requisition (CR) or a contract change request (CCR.)	15 (per agreement revision)	5MB	doc,docx	BPA Only
	Pre-Award	An internal BPA contracting process document that provides contextual and process information for BPA managers and Contracting Officers when dealing with a pre-award.				
Water Right Certificate		A water right certificate can be obtained from the respective state water agency and provides information about the rate and duty of water that can be used under a water right. A water right certificate has a number that is used for tracking purposes.	100	50MB	doc,docx,pdf	Contacts Only
Water Survey		A document describing the management of water rights associated with land acquisitions and water conservation.	50	5MB	doc,docx	All Pisces Users
Water Transaction Checklist		A document describing the management of water rights associated with acquiring water instream.	100	50MB	doc,docx,pdf	All Pisces Users

Footnotes:

1. Compressed (e.g. .ZIP) files are not allowed. Pisces automatically compresses files before uploading them.
2. While various file types are allowed for Draft reports, Final reports must be PDF.
3. Explanation of View Permissions (who can view the attachment):
 Contacts Only (via Pisces) - Only Pisces users listed as a contact.
 All Pisces Users (via Pisces) - Anyone with a Pisces account.
 Public (via web) - Public via BPA's website, or anyone with a Pisces account.