GAS TARIFF FILING GUIDE

FOR

NATURAL GAS UTILITIES

RAILROAD COMMMISSION OF TEXAS

OVERSIGHT AND SAFETY DIVISION

GAS SERVICES DEPARTMENT

LAST UPDATED MARCH 2021*

The Railroad Commission of Texas developed this publication for the public concerning filing natural gas tariff information using electronic media. Updates to this guide will be noted on the Commission's Gas Services Department website.

*Updated broken links and removed sections that do not apply to the new GS Tariff eFile System (March 2021).

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GENERAL INFORMATION

A. Use

This tariff guide is developed for natural gas utilities who file tariff information electronically.

B. Introduction

Qualified natural gas utilities in Texas may submit certain Railroad Commission of Texas ("Commission" or "RRC") information using electronic files or forms as provided by [Texas Administrative Code § 7.315](). This rule requires that natural gas utilities file all rates which are within the original or appellate jurisdiction of the Commission and which are currently in force for any gas utility service, product, or commodity. This guide is designed to assist gas utilities in the timely and correct filing of tariff information via electronic methods provided by the Commission. For more information about these procedures, please contact the Gas Services Department at (512) 463-7167.

C. Requesting Copies of Natural Gas Tariffs

The Commission publishes active natural gas tariffs on the Commission website once per week. To request copies of inactive tariffs, please review the procedures for requesting information at https://www.rrc.texas.gov/general-counsel/open-records/.

D. Gas Services Tariff eFile System

The Gas Services ("GS") Tariff eFile System, which was implemented in March 2020 and found via the RRC Online System, allows the processing of data files uploaded by gas utilities to the existing Oracle Tariff System. Please note, the new GS Tariff eFile System is a change to the upload filing process not the tariff file formation.

E. Electronic Data Interchange

Electronic Data Interchange, ("EDI"), is a filing method where a data file, in a standard format, is submitted electronically to the Railroad Commission of Texas ("Commission" or "RRC") by the gas utility. Because EDI documents must be processed by computers, a standard format must be used so that the computer can read and understand the documents. A standard format defines and describes the required format of each piece of information in the data file. The format, by which a gas utility shall file tariffs, is prescribed by the Commission in accordance with Texas Administrative Code § 7.315, relating to Filing of Tariffs.

II.   FILING PROCEDURES

A.   Commission Authorization Required

Authorization to file tariffs electronically must be obtained before Gas Services will accept tariffs. A gas utility approved for electronic filing is also required to comply with any Commission adopted changes to this guide that may be made in the future.

B.   Eligibility and Required Authorization Paperwork

To begin the tariff filing process the following information is required:

1. Read the requirements for participating in online filing found at https://www.rrc.texas.gov/forms/online-filing-at-rrc/becoming-a-security-administrator/.

2. Complete the Security Administrator Designation ("SAD") form. More than one Security Administrator can be designated, but a separate SAD form must be completed for each additional Security Administrator. If the operator has already provided the SAD form for the Security Administrator(s), then step two is not required. Participants may change a Security Administrator designation at any time. For more information on the Security Administrator functions and responsibilities, please visit the RRC Online System's frequently asked questions.

   a. Submit the SAD form to the Commission's Information Technology Services ("ITS") at Railroad Commission of Texas, 1701 North Congress Avenue, Austin, Texas 78711 or by email to rrconline-security@rrc.texas.gov. Please note, the SAD form should not be filed for each gas utility eFiler. Receipt of the Security Administrator Designation will be acknowledged by email.

   b. Wait for ITS to provide the designated Security Administrator a user ID and temporary password by email.

3. The Security Administrator will log into the RRC Online System and assign user IDs and filings rights. The Security Administrator(s) will have complete control over who within the company receives authorization to file electronically. The Security Administrator is responsible for maintaining security of all assigned user IDs and passwords.

4. Review this tariff filing guide to compose and file information electronically.

   a. Contact your assigned tariff analyst for questions or to set up a tariff training session (for new GU eFilers).

5. Create the data file according to the file format standards outlined in this tariff filing guide.

C. eFile User IDs and Passwords

If the filer experiences problems logging into the GS Tariff eFile System or loses their user ID and/or password, please contact your Security Administrator.

D. Late Filing

Under [Texas Administrative Code § 7.315](#) all tariffs should be filed within thirty (30) days of the effective date of change. If the tariffs are not received within 30 days, the tariffs are considered late and an explanation will be required. This requirement can be inserted in the reason for filing section of the GSD1 or GSD2.

E. Amended, Superseded and Canceled Tariffs

Amended, superseded or canceled tariffs will be kept with the Commission for an appropriate period based on the Commission's retention requirements.

F. Uploading Files

Once you have logged into the GS Tariff eFile System, you must upload files by selecting Upload Prod EDI efile or Upload Test EDI efile. Please note, test environment is for training or practice purposes. Test RRC assigned IDs are not valid in the production environment. GU eFilers will need to reupload data to the production environment to receive new RRC assigned IDs. Select the text file located on your computer to select your file path.

G. Uploading Restrictions

There is no required minimum or maximum number of records that can be filed when using the eFile system. However, each file transferred using the GS Tariff eFile System must be smaller than 4,096,000 bytes (4 megabytes). If the information being filed exceeds 4,096,000 bytes, distribute the information onto multiple text files and include on each file an Authorizing Agent (AA) record and Totals (Z9) record. Please note, the Authorizing Agent user ID used in the text file must match the GS Tariff eFile System login user ID. If not, the eFile system will provide an error message.

Only one gas utility's information is allowed on the same file. The gas utility may only upload the same tariff number once per day, if successfully processed by the GS Tariff eFile System. Only text files (.txt) can be uploaded. Each form submitted through the GS Tariff eFile System must have an Authorizing Agent (AA) and a Z9 record.

H. eFile System Forms

Only the following forms can be submitted through the GS Tariff eFile System:

- GSD1 - Distribution Sales and Service

    – TAR1 - Company Contact Information

    – TAR2 - Company Customer Information

    – TAR5 - Company Curtailment Plan

    – TAR6 - Company Line Extension Policy

    – TAR7 - Purchased Gas Adjustment

    – TAR8 - Company Quality of Service Rule

    – TAR9 - Company Rate Schedule

    – TAR10 - Company Service Charge

- GSD2 - Sales and Utility Services, Transportation and Exchange Service or Rates

    – TAR1 - Company Contact Information

    – TAR2 - Company Customer Information

    – TAR3 - Company Delivery Point Information

    – TAR4 - Company Current Rate Component

III. FILE ORGANIZATION

A.   Record Organization and Description
The record layout organizations on the following pages illustrate the data required for filing tariffs electronically. It provides data relative to record position, size and type.   The record layout gives enough information to correctly build the file regardless of what software or programming language is used.   Following the record layout organization is the data dictionary detailing what each data item is and information on any special codes or requirements for the data item. The file must be saved as a text file (.txt).   Please read the record layout organizations and data dictionaries carefully.

B.   Format Considerations
Each electronic filing must include as the first record the Authorizing Agent (AA) record. The user ID supplied as the Authorizing Agent must match exactly the ID

from the GS Tariff eFile System. The user ID cannot be greater than eight characters.

C.   File Delimiter

Each field in every record must have a delimiter after it (also referred to as pipe symbol, vertical bar, or separator). The delimiter used is the pipe **|** symbol (shift and backslash). IT IS IMPORTANT THAT THE DELIMITER BE IN THE CORRECT POSITION. If a section is blank or optional, you must still include the delimiter. If the delimiter is left off or in the wrong section, the system will not process the record and the filer will receive an error processing report. If this occurs, the filer will need to correct and reupload the text file.

D.   Upfront Filings

Upfront filings (TARs 1, 2, 3, 4, 5, 6, 8, 9, and 10) must be filed first with the Commission. It is highly recommended that the user emails their tariff analyst of an upfront filing. Once processed, the tariff analyst will email the filer a pdf report(s) containing RRC assigned IDs needed to complete the tariff filings process.

E.   Upload Errors

Utilities are responsible for the validity of the records or files submitted and should inspect their information before uploading. The GS Tariff eFile System will provide instant error messages that will appear on the users screen to help determine the error. The possible errors are:

- The user is not authorized to upload EDI files for this company. – User validation has failed.
- Other Description required if other flag is Y – GSD files.
- Invalid RRCCompany length: line 2 – Invalid length for the company master id. i.e. it is blank.
- Actual record size and Z9 record size do not match.
- Invalid agent length, format should be 1-8 characters.
- This company is not authorized to upload a GSD1 file.
- This company is not authorized to upload a GSD2 file.
- This company is not authorized to upload a TAR1 file.
- This company is not authorized to upload a TAR2 file.
- This company is not authorized to upload a TAR3 file.
- This company is not authorized to upload a TAR4 file.
- This company is not authorized to upload a TAR5 file.
- This company is not authorized to upload a TAR6 file.

- This company is not authorized to upload a TAR7 file.
- This company is not authorized to upload a TAR8 file.
- This company is not authorized to upload a TAR9 file.
- This company is not authorized to upload a TAR10 file.
- Authorized Agent and file upload user don't match.
- There was an error uploading your EDI file. – General error, the file upload failed copying the file to the server.

IV. RECORD LAYOUT ORGANIZATION AND DATA DICTIONARIES

A. Upfront Files

TAR1 - Company Contact Information Record Layout Organization Table

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ITEM DESCRIPTION	MAX LENGTH	VALUE	REQUIRED or OPTIONAL	COMMENTS
AUTHORIZING AGENT (AA) RECORD				
Report Type	2	**AA**	R	must be capitalized
Authorizing Agent	8		R	user ID from GS Tariff eFile System
Type of File	5	**TAR1**	R	
A1 RECORD				
Beginning of A1 Record	2	**A1**	R	must be capitalized
RRC Company ID	10		R	numeric
Contact Assigned RRC No	10		O	blank since new
First Name	30		R	
Middle Name	15		O	
Last Name	30		R	
Title	30		R	
Address Line 1	40		R	
Address Line 2 (if needed)	40		O	
City	28		R	
State Abbreviation	2		R	example: TX
Zip Code	5		R	numeric
Zip Suffix	4		O	numeric
Area Code	3		R	numeric
Telephone Number	7		R	numeric
Telephone Extension Number	4		O	numeric
Email username	30		O	
Domain (@domain.com)	80		O	example: @rrc.texas.gov
Z9 RECORD				
End of File	2	**Z9**	R	must be capitalized
Total Number of Records	9		R	numeric, A1 count

(applicable to GSD1 & GSD2)

Example:

AA|useridxx|TAR1|
A1|9283||Jane||Doe|Rate Analyst|Street
Name||Austin|TX|78701||512|5551212||janedoe|@domain.com|
A1|9283||first name|middle|last name|title|add line
1||city|state|78701||512|5554632||fname|@domain.com|
Z9|2|

TAR1 - Company Contact Data Dictionary

Authorizing Agency (AA) Record. Required.

Report Type: Must be AA for authorizing agent records (required).

Authorizing Agent: This userid used GS Tariff eFile System (required).

File Type: Type of file being sent. For this record the file type is TAR1 (required).

RRC Company ID: Id assigned by the RRC for the company (required).

Contact Assigned RRC Number: A sequential ID number assigned by the RRC (always blank since it's a new filing. Note: TAR1 information cannot be re-filed once a RRC contact iID has been assigned. You must contact your tariff analyst by email to provide updated information).

First Name: The first name of the contact person (required).

Middle Name: The middle name of the contact person (optional).

Last Name: The last name of the contact person (required).

Title: The title of the contact person (required).

Address Line 1: Mailing address of contact person (required).

Address Line 2: If more space is needed, continue with address line 2 (optional).

City: The city name (required).

State: The state abbreviation (required).

Zip Code: The five-digit number which identifies a delivery area (required).

Zip Suffix: The zip code suffix (optional).

Area Code of Phone Number: The area code of the contact's telephone number (required).

Line Number: The seven-digit telephone number. Numeric only, no special characters such as dash or parenthesis (required).

Email User Name: The userid for electronic email receipt (optional).

Email Domain Name: The internet domain for the email address (optional).

Z9: Must begin with Z9 (required).

Total Number of Records in the File: The number of A1 records in the file (required).

TAR2 - Company Customer Information Record Layout Organization Table

ITEM	MAX LENGTH	VALUE	REQUIRED or OPTIONAL	COMMENTS
AUTHORIZING AGENT (AA) RECORD				
Report Type	2	**AA**	R	must be capitalized
Authorizing Agent	8		R	user ID from GS Tariff eFile System
Type File	5	**TAR2**	R	
A1 RECORD				
Beginning of A1 Record	2	**A1**	R	must be capitalized
RRC Company ID	10		R	numeric
Customer Assigned RRC No	10		O	blank since new
Customer Name	80		R	
Privacy Flag	1	**Y or N**	R	confidential name?
Tariff Code	2		R	DM, DS, DT, TM, TS, TT
Z9 RECORD				
End of File	2	**Z9**	R	must be capitalized
Total Number of Records	9		R	numeric, A1 count

(applicable to GSD1 & GSD2)

Example (single customer):

AA|useridxx|TAR2|
A1|9283||Customer Name|Y|DM|
Z9|1|

Example (multiple customers):

AA|useridxx|TAR2|
A1|9283||Customer Name|Y|TM|
A1|9283||Customer Name|Y|TT|
A1|9283||Customer Name|Y|TS|
Z9|3|

TAR2 - Company Customer Data Dictionary

Authorizing Agent (AA) Record. Required.

Report Type: Must be AA for authorizing agent records (required).

Authorizing Agent: The user ID from GS Tariff eFile System (required).

File Type: Type of file being sent. Use TAR2 (required).

RRC Company ID: Id assigned by the RRC for the company (required).

Customer RRC Assigned Number: The customer id assigned by the RRC's tariff system. Will always be blank.

Customer Name or Area Served: The customer name or area served (required).

Privacy Flag: Indicates if the customer name or area served should be kept confidential (required).

Tariff Code: Describes the type of tariff (required). Note: customer tariff codes must match the tariff codes used for delivery or receipt points (TAR3) and GSD1 or GSD2:

  – DM: Distribution Miscellaneous

  – DS: Distribution Sales

  – DT: Distribution Transportation

  – TM: Transmission Miscellaneous

  – TS: Transmission Sales

  – TT: Transmission Transportation

Z9: Must begin with Z9 (required).

Total Number of Records in the File: The number of A1 records in the file (required).

TAR3 - Company Delivery or Receipt Point Information Record Layout Organization Table

ITEM	MAX LENGTH	VALUE	REQUIRED or OPTIONAL	COMMENT
AUTHORIZING AGENT (AA) RECORD				
Report Type	2	**AA**	R	must be capitalized
Authorizing Agent	8		R	user ID from GS Tariff eFile System
Type File	5	**TAR3**	R	
A1 RECORD				
Beginning of A1 Record	2	**A1**	R	must be capitalized
RRC Company ID	10		R	numeric
Delivery Point Assigned RRC Number	10		O	blank since new
Description of delivery or receipt point	200		R	meter number, county, point description
Privacy Flag	1	**Y or N**	R	point confidential, yes or no?
Tariff Code	2		R	DM, DS, DT, TM, TS, TT
Z9 RECORD				
End of File	2	**Z9**	R	must be capitalized
Total Number of Records	9		R	numeric, A1 count

(applicable to GSD2 only)

Example (single point):

AA|useridxx|TAR3|
A1|9283||description of point|Y|TM|
Z9|1|

Example (multiple points):

AA|useridxx|TAR3|
A1|9283||Meter No. 123, County, Texas|Y|TM|
A1|9283||Meter No. 124, County, Texas|Y|TT|
Z9|2|

TAR3 - Company Delivery or Receipt Point Data Dictionary

Authorizing Agent (AA) Record. Required.

Report Type: Must be AA for authorizing agent records (required).

Authorizing Agent (userid): The user ID from GS Tariff eFile System (required).

File Type: Type of file being sent. Use TAR3 (required).

RRC Company ID: Id assigned by the RRC for the company (required).

Delivery or Receipt Point RRC Assigned Number: The delivery or receipt point id assigned by the RRC. Blank if new.

Description: The delivery or receipt point description (required). The utility cannot amend the description once filed. Must contact the tariff analyst to amend description, if possible.

Privacy Flag: Indicates if the delivery or receipt point description shall be kept confidential (required).

Tariff Code: Describes the type of tariff (required). Note: delivery or receipt point tariff codes must match the tariff codes used for customers (TAR2) and GSD1 or GSD2 in later steps.

- DM: Distribution Miscellaneous

- DS: Distribution Sales

- DT: Distribution Transportation

- TM: Transmission Miscellaneous

- TS: Transmission Sales

- TT: Transmission Transportation

Z9: Must begin with Z9 (required).

Total Number of Records in the File: The number of A1 records in the file (required).

TAR4 – Company Current Rate Component Record Layout Organization Table

ITEM	MAX LENGTH	VALUE	REQUIRED or OPTIONAL	COMMENTS
AUTHORIZING AGENT (AA) RECORD				
Report Type	2	**AA**	R	must be capitalized
Authorizing Agent	8		R	user ID from GS Tariff eFile System
Type File	5	**TAR4**	R	
A1 RECORD				
Beginning of A1 Record	2	**A1**	R	must be capitalized
RRC Company ID	10		R	numeric
Company Contract ID	20		R	numeric, alpha, characters allowed
Effective Date	8	**MMDDCCYY**	R	numeric only, no dashes or slashes
Description Text	32,000		R	rate description
Z9 RECORD				
End of File	2	**Z9**	R	must be capitalized
Total Number of Records	9		R	numeric, A1 count

(applicable to GSD2 only)

Example (single rate description):

AA|useridxx|TAR4|
A1|9283|ContractID|01012018|rate description goes here|
Z9|1|

Example (multiple rate descriptions):

AA|useridxx|TAR4|
A1|9283|TSID-1234|01012018|Commodity plus $1.50/mmbtu. Increasing 5% yearly |
A1|9283|AgreementID|01012018|Transportation Rate $0.15/mcf with $500 monthly min|
A1|9283|TMID-1234|01012018|Gathering Fee $0.20/mmbtu|
Z9|3|

TAR4 – Company Current Rate Component Data Dictionary

Authorizing Agent (AA) Record. Required.

Report Type: Must include AA for authorizing agent records (required).

Authorizing Agent Userid: The user ID from GS Tariff eFile System (required).

File Type: Type of file being sent. Use TAR4 (required).

Beginning of Record: Must begin with A1 (required).

RRC Company ID: Id assigned by the RRC for the company (required).

Company Contract ID: An id assigned internally by the utility (required). Typically, this is a contract or agreement reference id. Can also be the invoice id.

Effective Date: The date the current rates are effective (required).

Description: The description of the current rate components in the agreement, contract, and/or invoice (required). The utility must include all charges that may apply; components used in the calculation of the current rate including but not limited to standby charges, reservation fees, imbalance provisions and charges, penalties, treating provisions, taxes, pooling fees, etc. The TAR4 can apply to multiple tariffs. **Note:** the minimum requirements for the rate descriptions are provided in [Texas Administrative Code § 7.315](#).

Z9: Must begin with Z9 (required).

Total Number of Records in the File: The number of A1 records in the file (required).

TAR5 – Company Curtailment Plan Record Layout Organization Table

ITEM	MAX LENGTH	VALUE	REQUIRED or OPTIONAL	COMMENTS
AUTHORIZING AGENT (AA) RECORD				
Report Type	2	**AA**	R	must be capitalized
Authorizing Agent	8		R	user ID from GS Tariff eFile System
Type File	5	**TAR5**	R	
A1 RECORD				
Beginning of A1 Record	2	**A1**	R	must be capitalized
RRC Company ID	10		R	numeric
Curtailment Plan ID	6		R	
Effective Date	8	**MMDDCCYY**	R	numeric
Description Text	32,000		R	
Z9 RECORD				
End of File	2	**Z9**	R	must be capitalized
Total Number of Records	9		R	numeric, A1 count

(applicable to GSD1 only)

Example:
AA|useridxx|TAR5|
A1|9283|C489|01012018|Curtailment description goes here|
Z9|1|

Note: Single digit months or days must include zeros before it.
Example. January 1, 2018 must be in this format 01012018.

TAR5 – Company Curtailment Plan Dictionary

Authorizing Agent (AA) Record. Required.

Report Type: Must be AA for authorizing agent records (required).

Authorizing Agency (userid): The user ID from GS Tariff eFile System (required).

File Type: Type of file being sent. Use TAR5 (required).

Beginning of Record. Must begin with A1 (required).

Curtailment Plan ID: The id of the curtailment plan (required). Can be the docket number assigned to the curtailment plan. Example: If abiding by Commission Docket 489, id "GUD489" may be used.

Effective Date: The effective date of the curtailment plan (required).

Description: The curtailment plan description (required).

Z9: Must begin with Z9 (required).

Total Number of Records in the File: The number of A1 records in the file (required).

TAR6 – Company Line Extension Policy Record Layout Organization Table

ITEM DESCRIPTION	MAX LENGTH	VALUE	REQUIRED or OPTIONAL	COMMENTS
AUTHORIZING AGENT (AA) RECORD				
Report Type	2	**AA**	R	must be capitalized
Authorizing Agent	8		R	user ID from GS Tariff eFile System
Type File	5	**TAR6**	R	
A1 RECORD				
Beginning of A1 Record	2	**A1**	R	must be capitalized
RRC Company ID	10		R	numeric
Line Extension Policy ID	10		R	numeric - blank if new
Effective Date	8	**MMDDCCYY**	R	numeric
Description Text	32,000		R	numeric, alpha, characters are allowed
Z9 RECORD				
End of File	2	**Z9**	R	must be capitalized
Total Number of Records	9		R	numeric, A1 count

(applicable to GSD1 only)

Example:

AA|useridxx|TAR6|
A1|9283|1000|01012018|Line Extension Policy description goes here|
Z9|1|

Note: Single digit months or days must include the zeros before it.
Example. January 1, 2018 must be in this format 01012018.

TAR6 – Company Line Extension Data Dictionary

AUTHORIZING AGENT (AA) RECORD. Required.

Report Type: Must be AA for authorizing agent records (required).

Authorizing Agency (userid): The user ID from GS Tariff eFile System (required).

File Type: Type of file being sent. Use TAR6 (required).

BEGINNING OF RECORD. Must begin with A1 (required).

RRC Company ID: Assigned by the RRC to the company (required).

Line Extension Policy ID: a number assigned by the RRC. Blank if new.

Effective Date: Effective date of the line extension policy if approved by the regulatory authority such as the RRC or the City (required).

Description: The line extension policy description including charges (required).

Z9: Must begin with Z9 (required).

Total Number of Records in the File. The number of A1 records in the file (required).

TAR7 – Purchased Gas Adjustment (PGA) Record Layout Organization Table

ITEM	MAX LENGTH	VALUE	REQUIRED or OPTIONAL	COMMENTS
AUTHORIZING AGENT RECORD				
Report Type	2	**AA**	R	must be capitalized
Authorizing Agent	8		R	user ID from GS Tariff eFile System
File Type	5	**PGA**	R	Or TAR7
A1 RECORD				
PGA BEGIN RECORD (Each Line)	2	**A1**	R	must be capitalized
RRC Company ID	10		R	numeric
Tariff Code	2		R	DM, DS, DT
RRC Assigned Tariff Number	10		R	numeric
RRC Assigned Customer Number	10		R	numeric
Customer Name or Area Served	80		O	
Current Charge	7,4	**99.9999**	R	
Unit	6		R	ex. mcf, mmbtu, ccf
Effective Date	8	**MMDDCCYY**	R	
Z9 RECORD				
End of File	2	**Z9**	R	must be capitalized
Total Number of Records	9		R	numeric. A1 count

(applicable to GSD1 only)

Note: PGAs or TAR7s can only be filed after a GSD1 RRC tariff number has been assigned by the tariff analyst.

Example:

AA|useridxx|TAR7|
A1|9283|DS|12345|0123|Customer Name|0.3500|ccf|01012018|
Z9|1|

Note: Single digit months or days must include zeros before it.
Example. January 1, 2018 must be in this format 01012018.

TAR7 – Purchased Gas Adjustment (PGA) Data Dictionary

AUTHORIZING AGENT (AA) RECORD. Required.

Report Type: Must be AA for authorizing agent records (required).

Authorizing Agency (userid): The user ID from GS Tariff eFile System (required).

File Type: Type of file being sent. May use PGA or TAR7 (required).

BEGINNING OF RECORD. Must begin with A1 (required).

RRC Company ID: Assigned by the RRC for the company (required).

Tariff Code: Describes the type of tariff (required). Tariff codes must match customer and GSD1 tariff codes.

RRC Assigned Tariff Number: The tariff number assigned by the RRC (required). Tariff number must exist.

Customer RRC Assigned Number: The customer id assigned by the RRC (required). Customer id must exist.

Customer Name or Area Service: The customer name or area described in the TAR2 filed upfront (optional).

Current Charge: The PGA adjustment rate (required).

Unit: The specific unit of billing (mcf, mmbtu, ccf, etc.), this is required.

Effective Date: The PGA's effective date (required).

Z9: Must begin with Z9 (required).

Total Number of Records in the File: The number of A1 records in the file (required).

TAR8 – Company Quality of Service Rule Record Layout Organization Table

ITEM	MAX LENGTH	VALUE	REQUIRED or OPTIONAL	COMMENT
AUTHORIZING AGENT RECORD				
Report Type	2	**AA**	R	must be capitalized
Authorizing Agent	8		R	user ID from GS Tariff eFile System
Type File	5	**TAR8**	R	
A1 RECORD				
Beginning of A1 Record	2	**A1**	R	must be capitalized
RRC Company ID	10		R	numeric
Quality of Service Rule ID	6		R	created by utility
Effective Date	8	**MMDDCCYY**	R	numeric
Description Text	32,000		R	the approved service rule text
Z9 RECORD				
End of File	2	**Z9**	R	must be capitalized
Total Number of Records	9		R	numeric, A1 count

(applicable to GSD1 only)

Examples:

AA|useridxx|TAR8|
A1|9283|QOS001|01012018|For gas utility service to residential & small commercial …|
Z9|1|

AA|useridxx|TAR8|
A1|9283|QOS002|01012018|continuation description from QOS001|
Z9|1|

AA|useridxx|TAR8|
A1|9283|QOS003|01012018|continuation description from QOS002|
Z9|1|

Note 1: Single digit months or days must include zeros before it.
Example. January 1, 2018 must be in this format 01012018.

TAR8 – Company Quality of Service Rule Data Dictionary

AUTHORIZING AGENT (AA) **RECORD** (required).

Report Type: Must be AA for authorizing agent records (required).

Authorizing Agency (userid): The user ID from GS Tariff eFile System (required).

File Type: Type of file being sent. Use TAR8 (required).

BEGINNING OF RECORD. Must begin with A1 (required).

RRC Company ID: Assigned by the RRC for the company (required).

Quality of Service Rule ID: Docket number assigned by RRC or an id assigned by the utility (required).

Effective Date: The date the service rule is approved by the regulatory authority such as the RRC or the city (required).

Description: The quality of service rule description (required).

Z9: Must begin with Z9 (required).

Total Number of Records in the File: The number of A1 records in the file (required).

TAR9 – Company Rate Schedule Record Layout Organization Table

ITEM	MAX LENTH	VALUE	REQUIRED or OPTIONAL	COMMENT
AUTHORIZING AGENT RECORD				
Report Type	2	**AA**	R	must be capitalized
Authorizing Agent	8		R	user ID from GS Tariff eFile System
Type File	5	**TAR8**	R	
A1 RECORD				
Beginning of A1 Record	2	**A1**	R	must be capitalized
RRC Company ID	10		R	numeric
Rate Schedule ID	20		R	numeric, alpha, special characters
Effective Date	8	**MMDDCCYY**	R	numeric only
Description Text	32,000		R	
Z9 RECORD				
End of File	2	**Z9**	R	must be capitalized
Total Number of Records	9		R	numeric, A1 count

(applicable to GSD1 only)

Examples:

AA|useridxx|TAR9|
A1|9283|ResEnviron|01012018|Applicable to residential environ customers…|
A1|9283|CommEnviron|01012018|Applicable to commercial environ customers…|
Z9|2|

AA|useridxx|TAR9|
A1|9283|ResInc|01012018|Applicable to residential incorporated customers…|
A1|9283|CommInc|01012018|Applicable to commercial incorporated customers…|
Z9|2|

AA|useridxx|TAR9|
A1|9283|PGA2018|04012018|(a) Application of fees. Pursuant to TUC, §121.211…|
Z9|1|

TAR9 – Company Rate Schedule Data Dictionary

AUTHORIZING AGENT (AA) RECORD. Required.

Report Type: Must be AA for authorizing agent records (required).

Authorizing Agency (userid): The user ID from GS Tariff eFile System (required).

File Type: Type of file being sent. Use TAR9 (required).

BEGINNING OF RECORD. Must begin with A1 (required).

RRC Company ID: Assigned by the RRC for the company (required).

Rate Schedule ID: An id assigned by the utility (required).

Effective Date: The effective date of the rate schedule. Typically, it is the date the utility implemented the new rate or date of the final order or ordinance (required).

Description text: The text describing the rates, applicability, adjustments, etc. for a customer or a service area. Example: residential rate schedules, Weather Normalization Adjustment (WNA) clause rate schedules, or gas cost adjustment clause.

Z9: Must begin with Z9 (required).

Total Number of Records in the File: The number of A1 records in the file (required).

TAR10 – Company Service Charge Record Layout Organization Table

ITEM	MAX LENGTH	VALUE	REQUIRED or OPTIONAL	COMMENT
AUTHORIZING AGENT RECORD				
Report Type	2	**AA**	R	must be capitalized
Authorizing Agent	8		R	user ID from GS Tariff eFile System
Type File	5	**TAR10**	R	
A1 RECORD				
Beginning of A1 Record	2	**A1**	R	must be capitalized
RRC Company ID	10		R	numeric
Service Charge ID	20		R	numeric, alpha, special character
Effective Date	8	**MMDDCCYY**	R	numeric
Description Text	2000		R	description of service charge
Z9 RECORD				
End of File	2	**Z9**	R	must be capitalized
Total Number of Records	9		R	numeric, A1 count

(applicable to GSD1 only)

Examples:

AA|useridxx|TAR10|
A1|9283|ConnectChgNorm|01012018|Connect fee of (X) during normal business hr|
A1|9283|ConnectChgAfter|01012018|Connect fee of (X) after hours|
Z9|2|

AA|useridxx|TAR10|
A1|9283|MS-1|01012018|Disconnect fee of (X)…|
A1|9283|MS-2|01012018|Return check fee of (X)…|
A1|9283|MS-3|01012018|Tamper fee of (X)…|
Z9|3|

TAR10 – Company Service Charge Data Dictionary

AUTHORIZING AGENT (AA) RECORD. Required.

Report Type: Must be AA for authorizing agent records (required).

Authorizing Agency (userid): The user ID from GS Tariff eFile System (required).

File Type: Type of file being sent. Use TAR10 (required).

BEGINNING OF RECORD. Must begin with A1 (required).

RRC Company ID: Assigned by the RRC for the company (required).

Service Charge ID: An id assigned by the utility (required).

Effective Date: The effective date of the service charge. Typically, it is the date the utility implemented the new rate or date of the final order or ordinance (required).

Description text: The text description of the service charge (required).

Z9: Must begin with Z9 (required).

Total Number of Records in the File: The number of A1 records in the file (required).

B.   Types of Tariffs – GSD1 and GSD2

GSD1 – Distribution Sales and Service Record Layout Organization Table

ITEM	MAX LENGTH	VALUE	REQUIRED or OPTIONAL	COMMENT
AUTHORIZING AGENT RECORD				
Report Type	2	**AA**	R	must be capitalized
Authorizing Agent	8		R	user ID from GS Tariff eFile System
Type File	5	**GSD1**	R	must be capitalized
GSD1 BEGIN RECORD (Each Line)		**A1**	**R**	
Enter Two Pipes (||)	2	**||**	R	insert two pipe delimiters
RRC Company ID	10		R	numeric
Tariff Code	2		R	DM, DS, DT
RRC Assigned Tariff Number	10		R	numeric-blank if new
P-5 Number	6		O	also known as operator #
Utility Name	80		O	
TYPE OF SERVICE PROVIDED: (Utility Must Choose One Type of Service Between Residential - Other. If Other chosen, provide description)				
Residential-Sales	1	**Y**		must be capitalized, if used
Commercial-Sales	1	**Y**		must be capitalized, if used
Industrial-Sales	1	**Y**		must be capitalized, if used
Public-Authority-Sales	1	**Y**		must be capitalized, if used
Electric-Generation-Sales	1	**Y**		must be capitalized, if used
Other Type of Service Not listed Above	1	**Y**		must be capitalized, if used
Other Type of Service Description Text	150			If other,provide description here
Date of Contract	8	**MMDDCCYY**	O	numeric
Date of Amendment	8	**MMDDCCYY**	O	numeric
Effective Date of Rates	8	**MMDDCCYY**	R	Date the new rates went into effect
Bills Rendered On or After **(OR)**	1	**Y**		Date gas was consumed. Must be capitalized, if
Gas Consumed On or After	1	**Y**		Date utility rendered bills. Must be capitalized, if used
REASON FOR FILING: (Utility Must Choose One Reason for Filing between New - Other Description)				
New Tariff	1	**Y**		If filing tariff for the 1st time, enter "Y". Capitalized, if used
RRC Docket Number	150			Were rates approved by docket? If so, list docket numbers
City Ordinance Number	150			Were rates approved by the city? If so, list ordinance numbers
Amendment Description	150			Is the tariff being refiled? If yes, provide a summary of the amendment
Other Description	150			Other section to provide reason for filing tariff
Preparer Assigned RRC Number	10	**numeric**	R	ID from TAR1 assigned by the RRC. Also known as the tariff's contact
Rate Adjustment Provision	2000		O	Description text for rate adjustment provision (optional)

BEGIN CUSTOMER RECORDS (new line for each)	2	**B2**	R	Referred to B2 line
Enter Three Pipes (|||)	3	|||	R	Three pipes are required after "B2"
Customer Name or Area Served	80		O	Name from TAR2
Customer RRC Assigned Number	10	**numeric**	R	ID from TAR2 assigned by RRC - Customer id
BEGIN SERVICE CHARGE RECORDS (new line for each)	2	**C3**	O	C3 record is optional for some tariffs
Enter Three Pipes (|||)	3	|||		Three pipes are required after "C3"
RRC Assigned Service Charge Number	10		see dictionary	Optional. No required if filed TAR10 upfront
Service Charge Description	200		see dictionary	Optional. No required if filed TAR10 upfront
Service Charge Amount	12.2		see dictionary	Optional. No required if filed TAR10 upfront
Service Charge Identifier	20		see dictionary	Required. ID from TAR10
BEGIN RATE SCHEDULE RECORDS (new line for each)	2	**D4**	O	D4 record is optional, typically required.
Enter Three Pipes (|||)	3	|||	R	
Rate Schedule Id	20		see dictionary	New ID or from ID from TAR9 filed upfront
Rate Schedule Description	32,000		O	Optional, if TAR9 filed upfront. Otherwise, text from approved rate schedule
Z9 RECORD				
End of File	2	**Z9**	R	
Total Number of Records	9		R	numeric count of A1, B2, C3 & D4

Example:

AA|useridxx|GSD1|
A1||9283|DS|||Utility Name||Y||||||||01012018|Y||||Docket #||New Tariff|123||
B2|||CustomerName|0123|
C3|||||||MS-1|
C3|||||||MS-2|
D4|||ResEnviron||
D4|||PSF||
Z9|6|

GSD1 – Distribution Sales and Service Data Dictionary

AUTHORIZING AGENT (AA) RECORD. Required.

Report Type: Must be AA for authorizing agent records.

Authorizing Agency (userid): The user ID from GS Tariff eFile System (required).

File Type: Type of file being sent. Use GSD1 (required).

BEGINNING OF RECORD. Must begin with A1 (required).

RRC Company ID: Assigned by the RRC for the company (required).

Tariff Code: Describes the tariff type (required). For GSD1, the code can only be:
- DM - Distribution Miscellaneous
- DS - Distribution Sales
- DT - Distribution Transportation

Note: GSD1's tariff code must match the customer id's tariff code. If not, the tariff system will not process the file and provide an error message.

RRC Assigned Tariff Number: The tariff number assigned by the RRC. Required unless it's a new tariff filing.

P-5 Number: An organization or operator number assigned by the RRC Oil & Gas Division (optional)

Utility Name: The name of the gas utility company (optional).

Type of Service Provided: Contains the type of service provided by the utility to the customer. More than one allowed but at least one is required.

Use "Y" if selected. Valid types are:

- Residential Sales

- Commercial Sales
- Industrial Sales
- Public Authority Sales
- Electric Generation Sales
- Other Type of Service Provided (not listed above)
- Other Type of Service Provided Description (required if Other Type is selected)

Date of Contract: The date the contract went into effect (optional).

Date of Amendment: Contains the date of an amendment to the contract or tariff (optional).

Effective Date: Contains the effective date for the rate (required).

Only one of the following is required, not both:

- Bills Rendered on or After; or

- Gas Consumed on or After

Reason for Filing: May select more than one option but at least one is required.
- New Filing
- RRC Docket Number
- City Ordinance Number
- Amendment Description
- Other Description

Preparer Assigned RRC No: This is the RRC assigned id number of the contact person for the tariff (required).   Contact information is filed first using the TAR1 upfront file.

Rate Adjustment Provision: Text relating to the rate adjustment provision (optional).

CUSTOMER RECORDS. Must begin with B2 (required).

Customer Name or Area Served: The customer name or area served (name from TAR2).

Customer RRC Assigned Number: The customer id assigned by the RRC (required). Customer information is filed first using the TAR2 upfront file.

SERVICE CHARGE RECORDS. Must begin with C3. Only required if filing service charge information, if not, do not include this record. Therefore, in some cases the C3 record is optional.

RRC Assigned Service Charge Number: Id number assigned to the service charge by the RRC. Blank if new. Optional.

Service Charge Description: A text description of the service charge provided to the customer. Required unless a TAR10 was filed upfront.

Service Charge Amount: This is the amount charged for the service. Required unless a TAR10 was filed upfront.

Service Charge Identifier: Id assigned by the utility to identify the service charge description. The id may be used on more than one tariff. This can also be the id used from the TAR10 filed upfront.

RATE SCHEDULE RECORDS. Must begin with D4. Required if filing rate schedule records, if not, do not include this record.

Rate Schedule ID: Id assigned by the utility to identify the rate schedule. The id may be used on more than one tariff. This id can also be the id from the TAR9 filed upfront.

Rate Schedule Description: The text from the approved rate schedule. Required unless a TAR9 was filed upfront. If using the TAR9 id, no description is required.

Z9 Record: Must begin with Z9 (required).

Total Number of Records in the File: This is the count of A1, B2, C3 and D4 records.

GSD2 – Sales and Utility Services, Transportation, Exchange Service or Rates Record Layout Organization Table

ITEM	MAX LENGTH	VALUE	REQUIRED or OPTIONAL	COMMENT
AUTHORIZING AGENT RECORD				
Report Type	2	**AA**	R	must be capitalized
Authorizing Agent (userid)	8		R	user ID from GS Tariff eFile System
Type File	5	**GSD2**	R	must be capitalized
GSD2 BEGIN RECORD (Each Line)		**A1**	R	
Enter Two Pipes (||)	2	**||**	R	insert two pipe delimiters
RRC Company ID	10		R	numeric
Tariff Code	2		R	DT, TM, TS, TT
RRC Assigned Tariff Number	10		O	numeric, blank if new
P-5 Number	6		O	also known as operator #
Utility Name	80		O	
TYPE OF SERVICE PROVIDED: (Utility Must Choose One Type of Service Between Sale for Resale - Other. If Other chosen, provide description)				
Sale for Resale	1	**Y**		must be capitalized, if used
City Gate Sale	1	**Y**		must be capitalized, if used
Industrial Sale	1	**Y**		must be capitalized, if used
Transportation	1	**Y**		must be capitalized, if used
Gathering	1	**Y**		must be capitalized, if used
Compression	1	**Y**		must be capitalized, if used
Exchange	1	**Y**		must be capitalized, if used
Underground Storage	1	**Y**		must be capitalized, if used
Electric Generation Sale	1	**Y**		must be capitalized, if used
Other	1	**Y**		must be capitalized, if used
Other Description	150			Required if other chosen
Date of Original Contract **(OR)**	8	**MMDDCCYY**	see dictionary	numeric
Date of Initial Service	8	**MMDDCCYY**	see dictionary	numeric
Date of Contract Amendment	8	**MMDDCCYY**	O	numeric
Termination of Contract Date	8	**MMDDCCYY**	O	numeric
Termination of Contract Comments	40		O	
REASON FOR FILING: (Utility Must Choose One Reason for Filing between New - Other Description)				
New Tariff	1	**Y**		If filing tariff for the first time, enter "Y", must be capitalized
RRC Docket Number	20			Were rates approved by docket? If so, list docket numbers
City Ordinance Number	20			Were rates approved by the city? If so, list ordinance numbers
Amendment Description	20			Is the tariff being refiled? If yes, provide a summary of the amendment
Other Description	150			Other section to provide reason for filing tariff

TARIFF TUC REQUIREMENTS		Value if selected		Is Tariff subject to TUC § 104.003 (b)?
Neither utility nor customer had unfair advantage	1	**Y**		Cannot be selected if customer is an affiliate. "Y" must be capitalized, if used
Parties are affiliated	1	**Y**		Is the customer an affiliate of the utility? "Y" must be capitalized, if used
Same rates	1	**Y**		Same rates b/ween utility & at least 2 customers under same conditions. "Y" must be capitalized, if used
Competition Exists	1	**Y**		Competition does or did exist with another utility, another supplier, or alt. energy source. "Y" must be capitalized, if used
Affirm Copy Sent to Customer	1	**Y**		A copy of the tariff will be sent to the customer. "Y" must be capitalized, if used
Preparer Assigned RRC Number	10	**numeric**	R	ID from TAR1 assigned by the RRC. Also known as tariff's contact
Rate Adjustment Provision	2000		O	Description text for rate adjustment provision (optional)
BEGIN CUSTOMER RECORDS (new line for each)		**B2**	R	Referred to as B2 line.
Enter Three Pipes (|||)		**|||**	R	Three pipes are required after the "B2"
Customer Name	80		O	Customer name from TAR2 filed
Customer RRC Assigned Number	10	**numeric**	R	Customer ID assigned after filing TAR2
BEGIN DELIVERY OR RECEIPT POINT RECORD (new line for each)	2	**C3**	R	
Enter Three Pipes (|||)	3	**|||**	R	Three pipes are required after the "C3"
RRC Delivery Point Number	10	**numeric**	R	ID from TAR3 report
Delivery or Receipt Point	1	**D or R**	R	Is the point a delivery or receipt point?
Current Charge	7,4	**99.9999**	R	The rate or charge for the point
Billing Unit	6		R	The billing unit of measurement such as ccf, mmbtu, mcf
Effective Date of Delivery or Receipt Point	8	**MMDDCCYY**	R	Effective date of delivery or receipt point charge
BEGIN CURRENT RATE COMPONENT RECORDS (new line for each)	2	**D4**	O	Current Rate Component Record is Optional
Enter Three Pipes (|||)	3	**|||**		
Contract Identifier	20		see dictionary	ID assigned by utility
Text	32,000		see dictionary	Rate description text, if TAR4 was not filed
Z9 RECORD				
End of File	2	**Z9**	R	Required
Total Number of Records	9		R	numeric count of A1, B2, C3 and D4

Example:

AA|useridxx|GSD2|
A1||9283|TT|||Utility Name||||Y||||||||01012018||||||||New Tariff||||||123||
B2||||12345|
C3|||12355|D|0.5000|CCF|01012018|
D4|||Contract ID||
Z9|4|

AA|useridxx|GSD2|
A1||9283|TS|||Utility Name|Y||||||||||||01012018||||||||New Tariff||||||123||
B2||||12346|
C3|||12356|R|0.6000|mcf|01012018|
D4|||Contract ID-1|Sales fee of $0.60/mcf|
D4|||Contract ID-2|Annual escalation of 1%|
D4|||Contract ID-3|Cashout Provision: Monthly Inside FERC|

Z9|6|

GSD2 – Sales and Utility Services, Transportation, Exchange Service or Rates Electronic Data Dictionary

AUTHORIZING AGENT (AA) RECORD. Required.

Report Type: Must be AA for authorizing agent records.

Authorizing Agent (userid):   The user ID from GS Tariff eFile System (required).

File Type: Type of file being sent. Use GSD2 (required).

GSD-2 BEGIN RECORD. Must begin with A1 (required).

RRC Company ID: Assigned by the RRC for the company (required).

RRC Assigned Tariff Number: The tariff number assigned by the RRC.   This section will be blank if it's a new tariff filing.

Tariff Code: Describes the tariff type:
- DT - Distribution Transportation
- TM - Transmission Miscellaneous
- TS - Transmission Sales
- TT - Transmission Transportation

Note: Customer and Delivery Points or Receipts ids used must match the Tariff Code for the GSD2. If not, tariff system will not process and provide an error message.

RRC Assigned Tariff Number: The tariff number assigned by the RRC.   This section will be blank if it's a new tariff filing.

P-5 Number: An organization or operator number assigned by the RRC Oil & Gas Division.

Utility Name: The name of the gas utility company.

Type of Service Provided: The type of service provided by the utility to the customer. More than one allowed but at least one is required.

Use "Y" if selected. Valid types are:
- Sale for Resale
- City Gate Sale
- Industrial Sale
- Transportation
- Gathering
- Compression
- Exchange
- Underground Storage
- Electric Generation Sales
- Other Type of Service Provided (not listed above)
- Other Type of Service Provided Description (required if Other Type is selected)

Date of Original Contract OR **Date of Initial Service:** One option is required, not both.

Date of Original Contract: The date of the original contract/agreement or;

Date of Initial Service: The date that service or sale will commence.

Date of Amendment: Contains the date of an amendment to the contract or tariff (optional).

Termination of Contract Date: Contains information relevant to the duration of the contract.

Termination of Contract Comment: Description of contract termination date after contract has passed such as month-to-month, until terminated, evergreen, etc.

Reason for Filing: May select more than one option but at least one is required.
- New Filing
- RRC Docket Number
- City Ordinance Number

- Amendment Description
- Other Description

Tariff TUC Requirements: Review Texas Utilities Code Section 104.003 (b) at https://statutes.capitol.texas.gov/Docs/UT/htm/UT.104.htm. Select each provision that is applicable to the tariff. Note: direct sales for resale to a gas distribution utility at a city gate are excluded from this provision.

Select the facts supporting the applicability of Section 104.003(b):

1) neither the gas utility nor the customer had an unfair advantage during the negotiations (note: this fact cannot be used to support a Section 104.003(b) transaction if the rate to be charged or offered to be charged is to an affiliated pipeline.);

2) the parties are affiliated;

3) the rate is substantially the same as the rate between the gas utility and at least two of those customers under the same or similar conditions of service;

4) competition does or did exist either with another gas utility, another supplier of natural gas, or a supplier of an alternative form of energy; and

5) I affirm that a true and correct copy of this tariff will be sent to the customer involved in this transaction.

Customer RRC Assigned Number: The customer ID assigned by the RRC (required). Customer information is first filed using the TAR2 upfront file.

Rate Adjustment Provision: Text description relating to the rate adjustment provision (optional).

CUSTOMER RECORDS. Must begin with B2 (required).

Customer Name or Area Served. The customer name or area served.

Customer RRC Assigned Number: The customer ID assigned by the RRC (required). Customer information is first filed using the TAR2 upfront file.

DELIVERY OR RECEIPT POINT RECORD. Must begin with C3 (required).

RRC Delivery or Receipt Point Number. ID number assigned to the delivery or receipt point by the RRC (required). Point information is first filed using an upfront filing (See TAR3).

Delivery or Receipt Point: Is the rate or charge based on a delivery or receipt point? If delivery point enter "D" or if receipt point enter "R", but one is required.

Current Charge: This is the current rate or charge for the month. Required.

Billing Unit: The billing unit of measurement such as ccf, mcf, mmbtu, etc. Required.

Effective Date of Delivery or Receipt Point: Effective date of the rate or charge.

CURRENT RATE COMPONENT RECORD. Must begin with D4. Required if filing a current rate component record, if not, do not include this record.

Contract Identifier: The company ID of the agreement or contract.   An upfront current rate component id (TAR4) may be used.

Text: A text description of the current rate component. If a TAR4 was filed upfront, then the text description is not required. See TAR4. The utility must include all charges that may apply under the contract or agreement; components used in the calculation of the current rate including but not limited to standby charges, reservation fees, imbalance provisions and charges, penalties, treating provisions, taxes, pooling fees, etc. Note**:** minimum requirements of rate descriptions are provided in Texas Administrative Code § 7.315.

Z9 Record: Must begin with Z9 (required). Last line in the file.

Total Number of Records in the File: This is the number of A1, B2, C3 and D4 records.

V. MISCELLANEOUS

A. Things to know.

- Tariff analysts have thirty (30) days to review tariffs once it is successfully filed.

- The AA record or agent record tells the tariff system who is filing and where to email the system processing report.

- Production IDs cannot be used in the test environment and vice versa.

- The tariff system only allows the same tariff number to be uploaded once per day, if filed successfully.

- There are three ways to file rate descriptions:

    – Rate Adjustment Provisions. Not recommended for lengthy descriptions; or

    – TAR4 – Current Rate Components. Considered an upfront file and filed before the GSD2; or

    – D4 record of a GSD2. Filed simultaneously with the GSD2.

- System processes files or uploads four times a day only.

    – For production, files are typically processed at 10:15 am, 12:15 pm, 3:15 pm and 6:15 pm.

    – For test, files are typically processed at 10:30 am, 12:30 pm, 3:30 pm and 6:30 pm.

B. Information needed in advance.

- For transmission filings (GSD2), customer names, delivery or receipt point descriptions, contract dates, rate descriptions or the agreement/contract/invoice.

- For distribution filings (GSD1), a copy of the city ordinance, gas utility docket order or approval letter.