

RAILROAD COMMISSION OF TEXAS
INFORMATION TECHNOLOGY SERVICES DIVISION



FILING PROCEDURES FOR UTILITIES
USING ELECTRONIC MEDIA

GFA001

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The Information Technology Services (ITS) Division developed this publication for the general public in response to inquiries concerning filing tariff information using electronic media. If you request assistance while using this manual, ITS will give your request every consideration. Companies authorized to file electronically will be notified by mail of any changes to this publication. Instructions on the notification letter will detail how to obtain the changes and state any recovery costs required for the update. If your company is not yet an authorized electronic filer and you wish to keep your edition current, periodically call ITS Open Records at (512) 463-7254 or download the manual – www.rrc.state.tx.us/edi/edipub.html.

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TABLE OF CONTENTS

I. GENERAL INFORMATION	I-4
A. Identification.....	I-2
B. Introduction	I-2
II. PROCEDURES.....	II-1
A. Filing Procedures	II-2
(1) Commission Authorization Required.....	II-2
(2) General Requirements	II-2
(3) Forms.....	II-2
(4) Approved Electronic Media	II-2
(5) Format.....	II-3
(6) Time and Place of Filing	II-3
(7) Late Filing	II-3
(8) Amended Tariffs.....	II-3
(9) Common Errors in File Organization	II-3
(10) Upfront Filings.....	II-3
B. Authorization Procedures.....	II-4
(1) Eligibility	II-4
(2) Required Authorization Paperwork.....	II-4
(a) Master Electronic Filing Agreement	II-4
(b) Designation of Security Administrator	II-5
(c) Where to Send the MEFA and Designation of Security Administrator.....	II-6
(3) Preliminary Test Required.....	II-6
(4) Authorization	II-6
III. ELECTRONIC MEDIA	III-1
A. Internet – e-File System.....	III-2
(1) Characteristics.....	III-2
(2) Getting Setup for Transferring Files.....	III-2
(3) Uploading Files	III-2
(4) Lost PASSWORD.....	III-3
(5) Number of Records Restriction	III-3
(6) More Than One Form or Company in One File	III-3
(7) Multiple Filings.....	III-3
(8) Status Reports.....	III-4
(9) e-File System Forms	III-4
IV. FILE ORGANIZATION.....	IV-1
A. File Description and Organization	IV-2
B. Format Considerations	IV-2
C. File Delimiter	IV-2
V. RECORD LAYOUTS.....	V-1
A. GSD-1 Distribution Sales & Service Electronic Filing Format	V-2
B. GSD-1 Distribution Sales & Service Data Dictionary.....	V-4
C. GSD-2 Sales & Utility Services, Transportation & Exchange Service Or Rates Electronic Filing Format	V-7
D. GSD-2 Gas Sales & Utility Services, Transportation & Exchange Service Or Rates Data Dictionary.....	V-9
E. TAR-1 Company Contact Electronic Filing Format	V-12

F. TAR-1 Company Contact Data Dictionary.....	V-13
G. TAR-2 Company Customer Electronic Filing Format.....	V-15
H. TAR-2 Company Customer Data Dictionary.....	V-16
I. TAR-3 Company Delivery Point Electronic File Format	V-17
J. TAR-3 Company Delivery Point Data Dictionary	V-18
K. TAR-4 Company Current Rate Component Electronic Filing Format.....	V-19
L. TAR-4 Company Current Rate Component Data Dictionary	V-20
M. TAR-5 Company Curtailment Plan Electronic Filing Format.....	V-21
N. TAR-5 Company Curtailment Plan Data Dictionary.....	V-22
O. TAR-6 Company Line Extension Policy Electronic Filing Format	V-23
P. TAR-6 Company Line Extension Data Dictionary.....	V-24
Q. TAR-7 Purchased Gas Adjustment (PGA) Electronic Filing Format	V-25
R. TAR-7 Purchased Gas Adjustment (PGA) Data Dictionary	V-26
S. TAR-8 Company Quality of Service Rule Filing Format	V-27
T. TAR-8 Company Quality Of Service Rule Data Dictionary	V-28
U. TAR-9 Company Rate Schedule Electronic Filing Format	V-29
V. TAR-9 Company Rate Schedule Data Dictionary	V-30
W. TAR-10 Company Service Charge Electronic Filing Format.....	V-31
X. TAR-10 Company Service Charge Data Dictionary.....	V-32
VI. APPENDICES.....	VI-1
A. Error Listing Distribution.....	VI-2
B. Error Listing.....	VI-2
C. Rejection of a File.....	VI-2
D. MEFA.....	VI-3
E. Designation of Security Administrator	VI-8
F. Diagrams	VI-10

I. GENERAL INFORMATION

A. Identification

Developed For: Natural Gas Utilities who file Tariff information using Electronic Media

By: Information Technology Services Division and Gas Services Division

System Name: Forms Filed Using Electronic Media

B. Introduction

Qualified natural gas utilities in Texas may submit certain Railroad Commission information using electronic media in lieu of hard copy (paper).

This user's manual is designed to assist qualified utilities in the timely and correct filing of tariff information via electronic media. For more information about qualifying procedures, contact the Market Oversight Section of the Gas Services Division, in the Commission's Austin office at (512) 463-7164.

For technical information about electronic media file organization, contact the Open Records Representative, Information Technology Services Division at (512) 463-7254.

II. PROCEDURES

A. Filing Procedures

(1) Commission Authorization Required

Authorization to file tariffs using electronic media must be obtained before the Commission will accept tariffs filed electronically. See *Authorization Procedures* starting on page II-4 for a detailed description on the approval process.

(2) General Requirements

A utility that submits tariffs must comply with the laws of the State of Texas and all rules, regulations, and orders of the Railroad Commission of Texas, which govern the filing of hard-copy reports. In particular, the Texas Utilities Code, Title 3, Texas Administrative Code, Title 16, Chapter 7 including Texas Utilities Code, Section 102.151, implemented by Texas Administrative Code, Title 16, Section 7.315 apply equally to automated data.

Electronic filings must be submitted in a manner compatible with the Commission's software, equipment, and facilities. The Commission reserves the right, in its sole discretion, to reject any electronic filing deemed incompatible with its software, equipment, or facilities.

The individual filing the tariffs electronically must comply with any reasonable request for information from the utility or its authorized agent deemed necessary by the Commission, in its sole discretion, in order to maintain the integrity of its filing system.

(3) Forms

A list of forms eligible for electronic filings are provided in the section describing authorized *Electronic Media* starting on page III-1 for more details.

Filing tariffs electronically is no longer optional. Pursuant to 16 TAC Section 7.315 which became effective on May 12, 2002, all natural gas utilities are required to file electronic tariffs by the following deadlines:

Distribution companies – no later than June 28, 2002

Transmission companies (A – M) – no later than August 30, 2002

(N – Z) - no later than September 30, 2002

(4) Approved Electronic Media

Approved electronic media and technical aspects can be found in the *Electronic Media* section starting on page III-1.

(5) Format

Forms filed electronically must follow the formats described in this manual.

(6) Time and Place of Filing

The place of performance for any approved electronic filing is Austin, Travis County, Texas.

Under Commission rules all tariffs should be filed within thirty (30) days of the effective date. If the information is not received in the Austin office by the filing deadline, the tariffs are considered delinquent. In the event the electronic media is lost or damaged en route to the Commission, the utility must provide a replacement.

(7) Late Filing

Late filings require an explanation for the delinquency.

(8) Amended Tariffs

Amended, superseded and/or withdrawn tariffs will be filed and kept in a history file online for the appropriate period of time.

(9) Common Errors in File Organization

Utilities are responsible for the validity of the records submitted and should inspect their information filed electronically on a regular basis. Common errors include:

- Invalid ID number
- Upfront files not filed before GSD-1 or GSD-2 files
- No AA or Z9 record
- AA, A1, B2, C3, D4 or Z9 not beginning on a separate line

These errors automatically produce error messages and will delay the update.

(10) Upfront Filings

Important: Before tariff filings are approved, applicable upfront filings must first be on file with the Commission. The upfront files contain ID numbers used in the GSD1 and GSD2 tariff filings.

B. Authorization Procedures

(1) Eligibility

As a result of limited staff and computer resources to process electronic media filings, the Commission, at times, may have to require that a minimum or a maximum number of records, on the electronic medium used, be sent on each utilities electronic submission.

(2) Required Authorization Paperwork

To receive authorization to file tariffs electronically (see *Preliminary Test Required* on page II-6), the Utility must properly fill out and mail to the Commission at least one Master Electronic Filing Agreement (MEFA, see Appendix D) and Designation of Security Administrator (see Appendix E). Both Commission and Utility representatives must sign the agreement. The Utility's representative may be any duly authorized officer (if it does business in the corporate form), a partner (if it does business as a partnership), or its owner, individually (if it is a sole proprietorship). The signature of the Utility's authorized representative on the agreement shall be deemed to appear on all electronically filed forms as if it actually appeared. The MEFA establishes terms of agreement for electronic filing for up to ten years but can be cancelled upon notice by either the utility or the commission.

The Designation of Security Administrator must be on file in order to participate in the electronic filing process. The security administrator (also known as the *preparer or authorized agent*) shall be the utility contact for the files submitted. The preparer will be contacted to work out any problems or questions the commission may have with an electronic filing and to send status reports about information filed electronically. The certification signature on the Designation of Security Administrator form should be the authorized representative from the MEFA. The commission will notify the utility when the MEFA and Designation of Security Administrator forms are received. If the utility is planning to file through the e-File system, the utility e-File account will be upgraded to allow for test uploads within seven business days.

(a) Master Electronic Filing Agreement

The Utility (if a sole proprietorship) or authorized representative of the utility must complete a Master Electronic Filing Agreement (MEFA) with an original signature. A blank MEFA form is included with this manual and may be copied freely. In addition the MEFA is available online at <http://efile.rrc.state.tx.us> . You may complete the form online, print, sign and mail to the commission (see page II-6).

By signing the MEFA, the utility or authorized representative understands, agrees, and certifies, under the penalties prescribed in Section 91.143, Texas Natural

Resources Code, that he or she is authorized to make this certification, that all reports filed pursuant to this certification shall be prepared in the regular course of business for the utility, and that all information filed shall be true, correct, and complete to the best of his or her knowledge.

A signed MEFA must be on file for the utility at the commission prior to filing preliminary test data.

The MEFA will be effective for up to ten (10) years, subject to compliance with its terms and the requirements of electronic filing.

If the authorized representative signing the MEFA on behalf of the utility leaves the employment of the utility or becomes no longer authorized to sign reports, the utility must submit a new MEFA **with a letter describing the change** and designating a new authorized representative prior to the commission's acceptance of any additional electronically filed tariffs from the utility.

Texas law shall govern all requirements for electronic filing and the MEFA.

Only one MEFA is needed for the utility to file any form electronically, however, the utility may have more than one authorizing representative for electronically filed information. The utility may also have more than one authorizing representative for any form filed electronically.

(b) Designation of Security Administrator

A utility must provide the name and phone number of a central contact person (*preparer or authorized agent*) for the company for tariffs that will be filed electronically. The contacts identified are tied to the representative on the MEFA. The authorized agent is the person who will submit an e-File application in order to be approved to file electronically. A *Designation of Security Administrator* (see Appendix E) form for this information is provided and may be copied freely. This form is also available via the Internet at <http://efile.rrc.state.tx.us>. You may complete the form online, print, sign and mail to the commission (see page II-6). The certification signature is the authorized representative from the MEFA. Testing or processing of data sent to the commission will not be performed until a contact person for the utility is provided. **The information below must be kept current.** The utility must supply the following:

- Name, address, and telephone number of a central contact person for the form(s) that will be submitted electronically. This person will receive status reports, error listings, etc. generated when the form is processed. This person should be able to route the aforementioned information sent by the Commission to the applicable personnel in the company.
- Name, address, and telephone number of a data processing representative (optional). This person will be sent updates to this publication and other technical information necessary for filing reports electronically with the

Commission. If a data processing contact is not given, the information stated above will be sent to the central contact person.

(c) Where to Send the MEFA and Designation of Security Administrator

The MEFA and Designation of Security Administrator can be mailed to the address below.

Railroad Commission of Texas
Gas Services Division
Regulatory Analysis & Policy
P.O. Drawer 12967
Austin, Texas 78711-2967

(3) Preliminary Test Required

Once the MEFA has been completed and the contact persons are identified, the utility must submit test information. This information must contain actual data from the utility's tariffs.

(4) Authorization

If the test information meets Commission specifications, the utility will be authorized to begin filing electronically. This written authorization will acknowledge that the electronic media is in order. After authorization has been received, the utility can start sending actual information for the form(s) that were approved electronically. A utility approved for electronic filing is also required to comply with any Commission adopted changes to this manual that may be made in the future.

III. ELECTRONIC MEDIA

A. Internet – e-File System

(1) Characteristics

- Computer
- Modem – Compatible with Internet Service Provider (ISP)
- ISP – If you need help finding a provider, refer to:
http://www.governor.state.tx.us/tmm_scripts/isprslt2.idc
- Email address – assigned by your ISP account
- Files transmitted cannot be compressed in any way.
- The character set must be American Standard Code for Information Interchange (ASCII).

(2) Getting Setup for Transferring Files

To file information electronically through the e-File system with the Railroad Commission, the authorized agent must obtain an account by completing the Electronic filing application.

- Connect to the Internet
- Open browser with e-File address:
http://www.rrc.state.tx.us/electronic_filing/electronic_filing.html
- Select electronic filing application
- Follow instructions filling in all required information

The USERNAME and PASSWORD should be treated as confidential information by the utility. If the utility experiences problems connecting through the e-File system, call the Commission's Help Desk at (512) 463-7229 (voice).

Once you have been accepted, you will receive an email indicating you have been accepted. You will initially be approved to upload test files only. Once you have successfully uploaded and we have processed your test files, you will be authorized to begin uploading productional files.

(3) Uploading Files

The utility may upload files after establishing an account on the e-File system. You will be notified through email when your account has been accepted by the RRC. Once you have logged into the e-File system, you must select **Upload Files into Test Area** or **Upload Files into Production Area**. If the file is a test file to be used for receiving approval to file a form electronically, the utility will need to select **Upload Files into Test Area**. If the information on the file is to be processed by the Commission's tariffs analyst, the utility will need to select **Upload Files into Production Area**. Simply key the path to your file or use the Browse button to select your file path. You can upload up to four (4) files at a time.

Once the file has been uploaded, you will receive notification that the upload was successful and information about the uploaded file.

(4) Lost PASSWORD

The utility should call the Commission's Help Desk at (512) 463-7229 (voice) if they have lost their password. The following information will be needed from the caller:

- e-File System User Name
- Caller's full name
- Company name
- RRC company master ID number
- Caller's phone number
- Company street address, city, state, and zip code

This information is checked against the primary contact person for the form indicated (or the data processing contact person if the utility has filed that information with the Commission). The authorized representative specified on the MEFA for the account will be contacted for verification. If the authorized representative can verify that the user name or password has been lost, the information will be given to the agent. If the request cannot be verified, the information supplied by the caller will be passed on to the utilities authorized representative.

(5) Number of Records Restriction

There is no required minimum or maximum number of records that can be filed when using the e-File system. However, each file transferred to the e-File System must be smaller than 4,096,000 bytes (4 Megabytes).

(6) More Than One Form or Company in One File

Only one company and one type form is allowed on the same file.

(7) Multiple Filings

The utility may upload multiple filings for the same form in a month. This allows the utility to resend records that were rejected from any previous filings during the month after the problem is corrected. The utility may upload multiple files to the Commission as long as the utility meets the following requirements:

- Each utility in the file must have an Authorizing Agent (AA) record and a Totals (Z9) record. See the *File Organization* section starting on page IV-1 for more details on this requirement.
- Information for one utility cannot span multiple files. If the information being filed exceeds 4,096,000 bytes, distribute the information onto multiple files and include on each file an Authorizing Agent (AA) record and Totals (Z9) record.

(8) Status Reports

An error report for the information uploaded through the e-File system will be emailed. See *Appendix A: Error Listing Distribution* starting on page VI-2 for details about error listings and distribution of the listing from the e-File system.

(9) e-File System Forms

The following reports may be submitted through e-File:

Tariff Filings:

- GSD-1 Distribution Sales and Service
- GSD-2 Gas Sales and Utility Services, Transportation and Exchange Services or Rates
- TAR-7 Purchased Gas Adjustment (PGA)

Upfront Filings:

- TAR-1 Company Contact
- TAR-2 Company Customer
- TAR-3 Company Delivery Point
- TAR-4 Company Current Rate Component
- TAR-5 Company Curtailment Plan
- TAR-6 Company Line Extension Policy
- TAR-8 Company Quality of Service Rule
- TAR-9 Company Rate Schedule
- TAR-10 Company Service Charge

IV. FILE ORGANIZATION

A. File Description and Organization

The file layout descriptions on the following pages illustrate the data required for filing tariffs electronically. The description is a general record layout detailing data relative record position, size and type. The general record layout gives enough information to correctly build the record regardless of what software or programming language is used. Following the record description is a data dictionary detailing what each data item is and information on any special codes or requirements for the data item. Each report type should be filed using a separate file. The file must be saved as a .txt file. The recommended file names are on the file layouts. Recommended file name examples:

TAR7.txt or GSD1.txt or PGA.txt

Please read the file layouts and the data dictionaries carefully.

B. Format Considerations

Each electronic filing must include as the **first record** the Authorizing Agent (AA) record. The userid supplied as the authorizing agent must match exactly, in spelling and punctuation, the individual's userid from the e-File application. If the userid is not 8 positions, blank pad it so that it is 8 positions (See *Authorization Procedures* starting on page II-4 for details on the MEFA and Security Administrator requirements. One Totals (Z9) record is also required for each electronic filing. Examples:

First record: . AA|jdoe12 |TAR3|

Last record: Z9|5|

C. File Delimiter

Each field in every record **must** have a delimiter after it. The delimiter we use is the **pipe |** symbol. It is critical to the file processing that the delimiter be in the correct position. If a field is blank, just include the delimiter.

V. RECORD LAYOUTS

A. GSD-1 Distribution Sales & Service Electronic Filing Format

Gsd1.txt delimited by: | (pipe symbol)

ITEM	MAX	VALUE	REQUIRED or
	LENGTH		OPTIONAL
AUTHORIZING AGENT RECORD			
Report Type	2	AA	R
Authorizing Agent (userid)	8		R
Type File	5	GSD1	R
GSD-1 BEGIN RECORD (Each Line)		A1	R
Blank column goes here. (2 pipes " ")			R
RRC Company ID	10	numeric	R
Tariff Code	6	DM, DS, DT	R
RRC Assigned Tariff Number (UNIQUE # ONLY)	10	numeric - blank if new	R
P-5 Number	6		O
Company Name	80		O
TYPE OF SERVICE PROVIDED: (One required)		Value if selected	1 Required
Residential-Sales	1	Y	
Commercial-Sales	1	Y	
Industrial-Sales	1	Y	
Public-Authority-Sales	1	Y	
Electric-Generation-Sales	1	Y	
Other	1	Y	
Other-Description	150		
Date of Contract (date ordinance went into effect)	8	MMDDCCYY	O
Date of Amendment	8	MMDDCCYY	O
Effective Date	8	MMDDCCYY	R
Bills Rendered On or After (or Gas Consumed On) not both	1	Y or blank	see dictionary
Gas Consumed On or After (or Bills Rendered) not both	1	Y or blank	see dictionary
REASON FOR FILING: (Enter one)			1 Required
New	1	Y	
RRC Docket Number	30		
City Ordinance Number	30		
Amendment Description	150		
Other Description	150		
Preparer Assigned RRC No	10	numeric	R
Rate Adjustment Provision	2000		O
BEGIN CUSTOMER RECORDS (New line for each)		B2	R
(with 3 pipes " " following)			
Customer Information:(multiples)			
Customer Name or Area Served	80		O
Customer RRC Assigned Number	10	numeric	R
BEGIN SERVICE CHARGES RECORDS (New line for each)		C3	O
(with 3 pipes " " following)			see dictionary
LIST OF SERVICE CHARGES: (multiples)			
RRC Assigned Service Charge Number	10	numeric - blank if new	see dictionary
Service Provided (Description)	200		see dictionary
Charge (Amount)	12.2	999.99	see dictionary
Service Charge Identifier	20		see dictionary

BEGIN RATE SCHEDULE RECORDS (new line for each)		D4 	O
(with 3 pipes " " following)			see dictionary
LIST OF RATE SCHEDULES: (multiples)			
Rate Schedule Id	20		see dictionary
Text	32,000		see dictionary
END FILE (1 pipe) (NEW LINE)		Z9 	R
Total Number of Records in the File (A1, B2, C3 & D4)	9		R

EXAMPLES:

Date example: 05032000

A single digit month or day must have a 0 (zero) before it.

AA|userid |GSD1|
A1||5702|etc
B2|||Bellmead|47|
C3|||100|description|1.25|100-B|
D4|||RS 102-A|text|
A1||5702|etc
B2|||customer 1 for record 2|23|
B2|||customer 2 for record 2|24|
C3|||100|description|1.25|100-B|
C3|||20|description for this tariff only|1.25||
D4|||RS 102-A|text|
Z9|10|

B. GSD-1 Distribution Sales & Service Data Dictionary

AUTHORIZING AGENT RECORD - (REQUIRED)

Report Type - Must be **AA** for authorizing agent records.

Authorizing Agent (userid) - This is the userid used on the e-File application.
Must be 8 positions. Blank pad if necessary.

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

GSD-1 BEGIN RECORD - Must begin with A1. (required)

RRC Company ID - ID assigned by the Railroad Commission of Texas
(RRC) to the company. (required)

Tariff Code - Describes the type of tariff. For GSD-1 the code can only be:
DM - Distribution Miscellaneous
DS - Distribution Sales
DT - Distribution Transportation

RRC Assigned Tariff Number – Number assigned by the RRC. **Blank for new tariff.**

P-5 Number - An organization/operator number assigned by the RRC.

Company Name - The name of the Gas Utility Company.

Type of Service Provided - Contains the type of service provided by the
company to the customer. More than one allowed. (One required)
Use “Y” if selected. Valid types are:

Residential Sales
Commercial Sales
Industrial Sales
Public Authority Sales
Electric Generation Sales
Other
Other Description (Required if type is Other)

Date of Contract - The date the contract went into effect.

Date of Amendment - Contains the date of an amendment to the contract.

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

Only one of the following applies to the tariff rate. Describes when the rate
will be changed. Select one not both.

Bills Rendered On or After or Gas Consumed On or After

Reason For Filing: May select more than one. (One 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 first filed using an upfront filing. (See TAR-1)

Rate Adjustment Provision - Text relating to the rate adjustment provision.

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 an upfront filing. (See TAR-2)

SERVICE CHARGE RECORDS - Must begin with C3. (required if filing service charge records, if not, do not include this record)

RRC Assigned Service Charge Number - ID number assigned to the service charge by the RRC. (Blank if new.)

Service Provided - A description of the service provided. Required unless a "Service Charge Identifier" from an upfront filing is used.

Charge - This is the amount charged for the service. Required unless the charge is listed in the "Service Charge Identifier" upfront filing.

Service Charge Identifier - A number assigned by the company to identify the service charge description. The id is previously assigned to a service charge description that may apply to more than one tariff and has a large text description. The identifier must be filed in an upfront filing. It may be used instead of "Service Provided" and "Charge". (See TAR-10)

RATE SCHEDULE RECORDS - Must begin with D4. (required if filing rate schedule records, if not, do not include this record)

Rate Schedule ID - The company id number of the rate schedule. An upfront rate schedule id may be used. (required)

Text - A description of the Rate Schedule. If filed upfront (see TAR-9), the description is not required.

TOTALS RECORD - Must begin with Z9. (required)

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

**C. GSD-2 Sales & Utility Services, Transportation & Exchange Service Or Rates
Electronic Filing Format**

Gsd2.txt delimited by: | (pipe symbol)

ITEM	MAX		REQUIRED or
	LENGTH	VALUE	OPTIONAL
AUTHORIZING AGENT RECORD			
Report Type	2	AA	R
Authorizing Agent (userid)	8		R
File Type	5	GSD2	R
GSD-2 BEGIN RECORD (Each Line)		A1	R
Blank column goes here. (2 pipe)			R
RRC Company ID	10	numeric	R
Tariff Code	6	DM, DS, DT, TM, TS, TT	R
RRC Tariff Number (UNIQUE # ONLY)	10	numeric - blank if new	R
P-5 Number	6		O
Company Name	80		O
Type of Service Provided:		One required (value if selected)	R
Sale For Resale	1	Y	
City Gate Sale	1	Y	
Industrial Sale	1	Y	
Transportation	1	Y	
Gathering	1	Y	
Compression	1	Y	
Exchange	1	Y	
Underground Storage	1	Y	
Electric Generation Sale	1	Y	
Other	1	Y	
Other Description	150		
Date of Original Contract OR (not both)	8	MMDDCCYY	see dictionary
Date of Initial Service (not both)	8	MMDDCCYY	see dictionary
Date of Contract Amendment	8	MMDDCCYY	O
Term of Contract Date	8	MMDDCCYY	O
Term of Contract Comment	40		O
Reason For Filing:		One required	R
New	1	Y	
Docket Number	30		
City Ordinance Number	30		
Amendment Description	150		
Other Description	150		
Tariff TUC Requirement:		Value if selected	O
Neither had unfair Advantage	1	Y	
Affiliated	1	Y	
Same Rates	1	Y	
Competition Exists	1	Y	
Affirm Copy Sent to Customer	1	Y	
Preparer Assigned RRC Number	10	numeric	R
Rate Adjustment Provision	2000		O

BEGIN CUSTOMERS RECORDS (New line for each)		B2	R
and 3 pipes			
Customer Information (multiples):			
Customer Name	80		O
Customer RRC Assigned Number	10	numeric	R
BEGIN DELIVERY POINT RECORDS (New line for each)		C3	R
and 3 pipes			R
Delivery Point Information (multiples):			
RRC Delivery Point Number	10	numeric	R
Delivery or Receipt Point	1	D or R	R
Current Charge	13,4	999999999.9999	R
Rate (ccf, mcf, etc)	6		R
Effective Date	8	MMDDCCYY	R
BEGIN CURRENT RATE COMPONENT RECORDS			O
(New line for each) & (3 pipes)		D4 	
Current Rate Component Information (multiples):			
Company Contract Identifier	20		see dictionary
Text (If not for multiples tariffs)	32,000		see dictionary
END FILE (1 pipe) (NEW LINE)		Z9 	R
Total Number of Records in the File (A1, B2, C3 & D4)	9		R

Date example: 05082000

A single digit month or day must have a 0 before it.

AA|userid |GSD2|

A1||5702|etc.

B2|||Customer name|12345|

C3|||123|R|1.2500|mmbtu|01292001|

D4|||CC 102-1|text|

A1||5702|etc.

B2|||Customer name for record 2|12|

B2|||Second customer for record2|15|

C3|||25|R|1.1500|mmbtu|02052001|

Z9|8|

**D. GSD-2 Gas Sales & Utility Services, Transportation & Exchange Service Or Rates
Data Dictionary**

AUTHORIZING AGENT RECORD - (REQUIRED)

Report Type - Must be **AA** for authorizing agent records.

Authorizing Agent (userid) - This is the userid used on the e-File application.
Must be 8 positions. Blank pad if necessary.

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

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

RRC Company ID - ID assigned by the Railroad Commission of Texas (RRC) to the company.

Tariff Code - Describes the type of tariff.

DM - Distribution Miscellaneous

DS - Distribution Sales

DT - Distribution Transportation

TM - Transmission Miscellaneous

TS - Transmission Sales

TT - Transmission Transportation

RRC Assigned Tariff Number – Number assigned by the RRC. **Blank for new tariff.**

P-5 Number - An organization/operator number assigned by the RRC.

Company Name - The name of the Gas Utility Company.

Type of Service Provided - Contains the type of service provided by the company to the customer. More than one allowed. (One 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

Other Description (Required if type is Other)

Date of Original Contract OR Date of Initial Service: (required) Select one, not both.

Date of Original Contract - The date of the original contract.

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

Date of Amendment - Contains the date of an amendment to the contract.

Term of Contract Date - Contains information relevant to the duration of the contract.

Term of Contract Comment - Description of contract termination date after contract has passed. Month-to-month, until terminated etc.

Reason For Filing: May select more than one. (One required.)

New Filing

RRC Docket Number

City Ordinance Number

Amendment Description

Other Description (Required)

Tariff TUC Requirement: Complete if the tariff is a rate subject to the provisions of Tex. Util Code, Section 104.003(b). (Direct sales for resale to a gas distribution utility at a city gate are excluded from this provision.) Value if selected: Y.

- 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.)
- Are the parties are affiliated?
- 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.
- Competition does or did exist either with another gas utility, another supplier of natural gas, or a supplier of an alternative form of energy.
- I affirm that a true and correct copy of this tariff has been sent to the customer involved in this transaction.

Preparer Assigned RRC No - This is the assigned id number of the contact person for the tariff. (required) Contact information is first filed using an upfront filing. (See TAR-1)

Rate Adjustment Provision - Text relating to the rate adjustment provision.

CUSTOMER RECORDS - Must begin with B2. (required)

Customer Name or Area Served - The customer name.

Customer RRC Assigned Number - The customer id assigned by the RRC.
(required) Customer information if filed using an upfront filing. (See TAR-2)

DELIVERY POINT RECORDS - Must begin with C3. (required)

RRC Delivery Point Number - ID number assigned to the delivery point by the RRC. (required) Delivery Point information is first filed using an upfront filing . (See TAR-3)

Delivery or Receipt Point - Is rate based on the delivery or receipt point?
Enter D or R. (required)

Current Charge - This is the current charge. (Including any adjustments provided for in the tariff.) (required)

Rate - The specific unit of billing. (Mcf, MMBtu etc.) (required)

Effective Date - Effective date of the rate being charged at this delivery point.

CURRENT RATE COMPONENT RECORDS - Must begin with D4. (required if filing current rate component records, if not, do not include this record)

Company Contract Identifier - The company id number of the rate. An upfront current rate component id may be used. (required)

Text - A description of the Current Rate Component. If filed upfront (see TAR-4), the description is not required.

TOTALS RECORD - Must begin with Z9. (required)

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

E. TAR-1 Company Contact Electronic Filing Format

tarcon.txt delimited by: | (pipe)

ITEM	MAX		COMMENTS	REQUIRED or
	LENGTH	VALUE		OPTIONAL
AUTHORIZING AGENT RECORD				
Report Type	2	AA		R
Authorizing Agent (userid)	8			R
Type File	5	TAR1		R
Multiples:				
BEGIN RECORD (Each Line)		A1		R
RRC Company ID	10 numeric			R
Contact Assigned RRC No	10 numeric		Blank if new	R
First Name	30			R
Middle Name	15			O
Last Name	30			R
Title	30			R
Address Line 1	40			R
Address Line 2	40			O
City	28			R
State	2			R
Zip Code	5			R
Zip Suffix	4			O
Area Code	3			R
Line Number	7 numeric			R
Extension number	4			O
e-mail user name	30			O
domain	80			O
END FILE (NEW LINE)	2	Z9		R
Total number of records in the file.(A1)	9			R

Example:

AA|userid |TAR1|

A1|363||first name|mid name|last name|title|add line 1||city|state|78701||512|5551212||fname|@what.com|

A1|363||first name|mid name|last name|title|add line 1||city|state|78701|1234|512|5554632|65|fname|@what.com|

Z9|2|

F. TAR-1 Company Contact Data Dictionary

AUTHORIZING AGENT RECORD - (REQUIRED)

Report Type - Must be **AA** for authorizing agent records.

Authorizing Agent (userid) - This is the userid used on the e-File application.
Must be 8 positions. Blank pad if necessary.

File Type - Type of file being sent. Use **TAR1** (required).

BEGIN RECORD - Must begin with A1. (required)

RRC Company ID - ID assigned by the Railroad Commission of Texas
(RRC) to the company. (required)

Contact Assigned RRC No - A sequential id number assigned by the RRC.
Blank if new.

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

Middle Name - The middle name of the contact person.

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

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

Mailing Address of the contact person:

Address Line 1 - Top line of the address after recipient. (required)

Address Line 2 - Bottom line of the address before city, st, zip.

City - The city name. (required)

State - The abbreviation for the name of the state. (required)

Zip Code – The five digit code, which identifies a delivery area.
(required)

Zip Suffix - The zip suffix.

Phone Number of the contact person:

Area Code - The area code of the phone. (required)

Line Number – The phone number. Numeric only, no special
characters. (required)

Extension Number – The extension number, if applicable.

E-mail user name – The user id for electronic mail receipt.

Domain – The internet domain (e.g. @aol.com, @hotmail.com) for the
mail box.

TOTALS RECORD - Must begin with Z9. (required)

Total Number of Records in the File - This is the number of A1 records.

G. TAR-2 Company Customer Electronic Filing Format

cust.txt delimited by: | (pipe)

ITEM	MAX	VALUE	REQUIRED or
	LENGTH		OPTIONAL
AUTHORIZING AGENT RECORD			
Report Type	2	AA	R
Authorizing Agent (userid)	8		R
Type File	5	TAR2	R
Multiples:			
BEGIN RECORD (Each Line)		A1	R
RRC Company ID	10	Numeric	R
Customer Assigned RRC No	10	Numeric - Blank if new	R
Name	80		R
Privacy Flag	1	Y or N	R
Tariff Code	6	DM, DS, TS, TT etc.	R
END FILE (New Line)		Z9	R
Total number of records in the file. (A1)	9		R

Example:

AA|userid |TAR2|

A1|19||name goes here|Y|DM|

A1|19|11|name goes here|N|TS|

Z9|2|

H. TAR-2 Company Customer Data Dictionary

AUTHORIZING AGENT RECORD - (REQUIRED)

Report Type - Must be **AA** for authorizing agent records.

Authorizing Agent (userid) - This is the userid used on the e-File application.
Must be 8 positions. Blank pad if necessary.

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

BEGIN RECORD - Must begin with A1. (required)

RRC Company ID - ID assigned by the Railroad Commission of Texas (RRC)
to the company. (required)

Customer RRC Assigned Number - The customer id assigned by the RRC.
Blank if new.

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)

DM - Distribution Miscellaneous
DS - Distribution Sales
DT - Distribution Transportation
TM - Transmission Miscellaneous
TS - Transmission Sales
TT - Transmission Transportation

TOTALS RECORD - Must begin with Z9. (required)

Total Number of Records in the File - The number of A1 records in the file.

I. TAR-3 Company Delivery Point Electronic File Format

dvlpnt.txt delimited by: | (pipe)

ITEM	MAX LENGTH	VALUE	REQUIRED or OPTIONAL
AUTHORIZING AGENT RECORD			
Report Type	2	AA	R
Authorizing Agent (userid)	8		R
Type File	5	TAR3	R
Multiples:			
BEGIN RECORD (Each Line)		A1	R
RRC Company ID	10	numeric	R
Delivery Point Assigned RRC Number	10	numeric - blank if new	R
Description	1500		R
Privacy Flag	1	Y or N	R
Tariff Code	6	TS, TT etc	R
END FILE (New Line)		Z9	R
Total number of records in the file. (A1)	9		R

Example:

```
AA|useridxx|TAR3|
A1|363|1|description goes here|Y|TS|
A1|363||description 2 goes here|N|TT|
Z9|2|
```

J. TAR-3 Company Delivery Point Data Dictionary

AUTHORIZING AGENT RECORD - (REQUIRED)

Report Type - Must be **AA** for authorizing agent records.

Authorizing Agent (userid) - This is the userid used on the e-File application.
Must be 8 positions. Blank pad if necessary.

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

BEGIN RECORD - Must begin with A1. (required)

RRC Company ID - ID assigned by the Railroad Commission of Texas (RRC)
to the company. (required)

Delivery Point RRC Assigned Number - The delivery point id assigned by the
RRC. **Blank if new.**

Description - The delivery point description. (required)

Privacy Flag - Indicates if the delivery point description should be kept
confidential. (required)

Tariff Code - Describes the type of tariff: (required)

DM - Distribution Miscellaneous
DS - Distribution Sales
DT - Distribution Transportation
TM - Transmission Miscellaneous
TS - Transmission Sales
TT - Transmission Transportation

TOTALS RECORD - Must begin with Z9. (required)

Total Number of Records in the File - The number of A1 records in the file.

K. TAR-4 Company Current Rate Component Electronic Filing Format

rtcomp.txt delimited by: | (pipe)

ITEM	MAX	EXAMPLE	REQUIRED or
	LENGTH		OPTIONAL
AUTHORIZING AGENT RECORD			
Report Type	2	AA	R
Authorizing Agent (userid)	8		R
Type File	5	TAR4	R
BEGIN RECORD (Each Line)	2	A1	R
RRC Company ID	10	numeric	R
Company Contract ID	20		R
Effective Date	8	MMDDCCYY	R
Description	32,000		R
END FILE	2	Z9	R
Total number of records in the file. (A1)	9		R

Date example: 07012000

A single digit month or day must have a 0 (zero) before it.

Example:

```
AA|useridxx|TAR4|
A1|19|ID-100|02052001|description goes here|
Z9|1|
```

L. TAR-4 Company Current Rate Component Data Dictionary

(See GSD-2)

Includes services such as: transportation, compression, exchange, etc., with one tariff.

AUTHORIZING AGENT RECORD - (REQUIRED)

Report Type - Must be **AA** for authorizing agent records.

Authorizing Agent (userid) - This is the userid used on the e-File application.
Must be 8 positions. Blank pad if necessary.

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

BEGIN RECORD - Must begin with A1. (required)

RRC Company ID - ID assigned by the Railroad Commission of Texas (RRC)
to the company. (required)

Company Contract ID - A number assigned by the utility. (required)

Effective Date - Date the current rate component is filed with the RRC.
(required)

Description - Large text description of rate component that applies to more
than one tariff. (required)

TOTALS RECORD - Must begin with Z9. (required)

Total Number of Records in the File - The number of A1 records in the file.

M. TAR-5 Company Curtailment Plan Electronic Filing Format

curtail.txt delimited by: | (pipe)

ITEM	MAX LENGTH	EXAMPLE	REQUIRED or OPTIONAL
AUTHORIZING AGENT RECORD			
Report Type	2	AA	R
Authorizing Agent (userid)	8		R
Type File	5	TAR5	R
BEGIN RECORD (Each Line)	2	A1	R
RRC Company ID	10	numeric	R
Curtailment Plan ID	6		R
Effective Date	8	MMDDCCYY	R
Description	32,000		R
END FILE (New Line)	2	Z9	R
Total number of records in the file. (A1)	9		R

Date example: 02032000

A single digit month or day must have a 0 (zero) before it.

Example:

AA|useridxx|TAR5|

A1|363|2|03012001|description goes here|

Z9|1|

N. TAR-5 Company Curtailment Plan Data Dictionary

AUTHORIZING AGENT RECORD - (REQUIRED)

Report Type - Must be **AA** for authorizing agent records.

Authorizing Agent (userid) - This is the userid used on the e-File application.
Must be 8 positions. Blank pad if necessary.

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

BEGIN RECORD - Must begin with A1. (required)

RRC Company ID - ID assigned by the Railroad Commission of Texas (RRC)
to the company. (required)

Curtailment Plan ID - Docket number assigned by the RRC. (required)

Effective Date - Effective date of the curtailment plan. (required)

Description - The curtailment plan description. (required)

TOTALS RECORD - Must begin with Z9. (required)

Total Number of Records in the File - The number of A1 records in the file.

O. TAR-6 Company Line Extension Policy Electronic Filing Format

lineext.txt delimited by: | (pipe)

	MAX		REQUIRED or
ITEM	LENGTH	EXAMPLE	OPTIONAL
AUTHORIZING AGENT RECORD			
Report Type	2	AA	R
Authorizing Agent (userid)	8		R
Type File	5	TAR6	R
BEGIN RECORD (Each Line)	2	A1	R
RRC Company ID	10	numeric	R
Line Extension Policy ID	10	numeric - blank if new	R
Effective Date	8	MMDDCCYY	R
Description	32,000		R
END FILE (New Line)	2	Z9	R
Total number of records in the file. (A1)	9		R

Date example: 02032000

A single digit month or day must have a 0 (zero) before it.

Example:

AA|useridxx|TAR6|

A1|19|ID-10|01012001|description goes here|

Z9|1|

P. TAR-6 Company Line Extension Data Dictionary

AUTHORIZING AGENT RECORD - (REQUIRED)

Report Type - Must be **AA** for authorizing agent records.

Authorizing Agent (userid) - This is the userid used on the e-File application.
Must be 8 positions. Blank pad if necessary.

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

BEGIN RECORD - Must begin with A1. (required)

RRC Company ID - ID assigned by the Railroad Commission of Texas (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 if approved by regulatory
authority or policy is filed with the RRC. (required)

Description - The line extension policy description including effective charges
as well as free footage if applicable. (required)

TOTALS RECORD - Must begin with Z9. (required)

Total Number of Records in the File - The number of A1 records in the file.

Q. TAR-7 Purchased Gas Adjustment (PGA) Electronic Filing Format

pga.txt delimited by: | (pipe)

ITEM	MAX	VALUE	REQUIRED or
	LENGTH		OPTIONAL
AUTHORIZING AGENT RECORD			
Report Type	2	AA	R
Authorizing Agent (userid)	8		R
File Type	5	PGA	R
Multiples:			
PGA BEGIN RECORD (Each Line)		A1	R
RRC Company ID	10	numeric	R
Tariff Code	2	DS	R
RRC Assigned Tariff Number	10	numeric	R
RRC Assigned Customer Number	10	numeric	R
Customer Name or Area Served	80		O
Current Charge	7,4	99.9999	R
Rate	6		R
Effective Date	8	MMDDCCYY	R
END FILE (1 pipe) (NEW LINE)		Z9	R
Total Number of Records in the File (A1)	9		R

Date example: 03092000

A single digit month or day must have a 0 (zero) before it.

Example:

```
AA|userid|PGA|
A1|19|DS|45|2|customer name|25.1234|mcf|02012001|
A1|19|DS|45|12|customer 12 name|12.1234|MMBTU|02062001|
Z9|2|
```

R. TAR-7 Purchased Gas Adjustment (PGA) Data Dictionary

AUTHORIZING AGENT RECORD - (REQUIRED)

Report Type - Must be **AA** for authorizing agent records.

Authorizing Agent (userid) - This is the userid used on the e-File application.
Must be 8 positions. Blank pad if necessary.

File Type - Type of file being sent. Use **PGA** (required).

PGA BEGIN RECORD - Must begin with A1. (required)

RRC Company ID - ID assigned by the Railroad Commission of Texas (RRC)
to the company. (required)

Tariff Code - Describes the type of tariff. (required)
DS - Distribution Sales

RRC Assigned Tariff Number – Number assigned by the RRC. (required)
Must already exist.

Customer RRC Assigned Number - The customer id assigned by the RRC.
Must already exist from the TAR-2 upfront filing. (required)

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

Current Charge - This is the amount of the adjustment. (required)

Rate - The specific unit of billing. (Mcf, MMBtu etc.) (required)

Effective Date - Date the PGA is effective. (required)

TOTALS RECORD - Must begin with Z9. (required)

Total Number of Records in the File - The number of A1 records in the file.

S. TAR-8 Company Quality of Service Rule Filing Format

qualser.txt delimited by: | (pipe)

ITEM	MAX	EXAMPLE	REQUIRED or
	LENGTH		OPTIONAL
AUTHORIZING AGENT RECORD			
Report Type	2	AA	R
Authorizing Agent (userid)	8		R
Type File	5	TAR8	R
BEGIN RECORD (Each Line)	2	A1	R
RRC Company ID	10	numeric	R
Quality Of Service Rule ID	6		R
Effective Date	8	MMDDCCYY	R
Description	32,000		R
END FILE (New Line)	2	Z9	R
Total number of records in the file. (A1)	9		R

Date example: 02032000

A single digit month or day must have a 0 (zero) before it.

Example:

```
AA|useridxx|TAR8|
A1|19|1|02022001|description goes here|
Z9|1|
```

T. TAR-8 Company Quality Of Service Rule Data Dictionary

AUTHORIZING AGENT RECORD - (REQUIRED)

Report Type - Must be **AA** for authorizing agent records.

Authorizing Agent (userid) - This is the userid used on the e-File application.
Must be 8 positions. Blank pad if necessary.

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

BEGIN RECORD - Must begin with A1. (required)

RRC Company ID - ID assigned by the Railroad Commission of Texas (RRC)
to the company. (required)

Quality of Service Rule ID - Docket number assigned by RRC or a number assigned
by the utility. (required)

Effective Date - Date the quality of service rule is filed with the RRC or effective
date approved by regulatory authority. (required)

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

TOTALS RECORD - Must begin with Z9. (required)

Total Number of Records in the File - The number of A1 records in the file.

U. TAR-9 Company Rate Schedule Electronic Filing Format

rtsch.txt delimited by: | (pipe)

ITEM	MAX LENGTH	EXAMPLE	REQUIRED or OPTIONAL
AUTHORIZING AGENT RECORD			
Report Type	2	AA	R
Authorizing Agent (userid)	8		R
Type File	5	TAR9	R
BEGIN RECORD (Each Line)			
RRC Company ID	10	numeric	R
Rate Schedule ID	20		R
Effective Date	8	MMDDCCYY	R
Description	32,000		R
END FILE			
Total number of records in the file. (A1)	2	Z9	R
	9		R

Date example: 06022000

A single digit month or day must have a 0 (zero) before it.

Example:

```
AA|useridxx|TAR9|
A1|19|ID 100-A|06022000|description goes here|
A1|19|ID 202|06022000|description goes here|
Z9|2|
```

V. TAR-9 Company Rate Schedule Data Dictionary

(See GSD-1)

Includes incremental rates for rate schedule components such as: weather normalization data and tax information.

AUTHORIZING AGENT RECORD - (REQUIRED)

Report Type - Must be **AA** for authorizing agent records.

Authorizing Agent (userid) - This is the userid used on the e-File application. Must be 8 positions. Blank pad if necessary.

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

BEGIN RECORD - Must begin with A1. (required)

RRC Company ID - ID assigned by the Railroad Commission of Texas (RRC) to the company. (required)

Rate Schedule ID - A number assigned by the utility. (required)

Effective Date - Date the rate schedule is filed with the RRC. (required)

Description - The rate schedule description. Usually a large text item that applies to more than one tariff. (required)

TOTALS RECORD - Must begin with Z9. (required)

Total Number of Records in the File - The number of A1 records in the file.

W. TAR-10 Company Service Charge Electronic Filing Format

svcchg.txt delimited by: | (pipe)

ITEM	MAX LENGTH	EXAMPLE	REQUIRED or OPTIONAL
AUTHORIZING AGENT RECORD			(One per file)
Report Type	2	AA	R
Authorizing Agent (userid)	8		R
Type File	5	TAR10	R
BEGIN RECORD (Each Line)	2	A1	R
RRC Company ID	10	numeric	R
Service Charge ID	20		R
Effective Date	8	MMDDCCYY	R
Description	2000		R
END FILE (New Line)	2	Z9	R
Total number of records in the file. (A1)	9		R

Date example: 05012000

A single digit month or day must have a 0 (zero) before it.

Example:

```
AA|userid|TAR10|
A1|19|ID 23|02052000|description goes here|
A1|19|ID 44|02252000|description goes here|
Z9|2|
```

X. TAR-10 Company Service Charge Data Dictionary

AUTHORIZING AGENT RECORD - (REQUIRED)

Report Type - Must be **AA** for authorizing agent records.

Authorizing Agent (userid) - This is the userid used on the e-File application. Must be 8 positions. Blank pad if necessary.

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

BEGIN RECORD - Must begin with A1. (required)

RRC Company ID - ID assigned by the Railroad Commission of Texas (RRC) to the company. (required)

Service Charge ID - A number assigned by the utility. (required)

Effective Date - Date the service charge is filed with the RRC. (required)

Description - The service charge description. (required)

TOTALS RECORD - Must begin with Z9. (required)

Total Number of Records in the File - The number of A1 records in the file.

VI. APPENDICES

A. Error Listing Distribution

Each electronic filing by the utility will possibly generate an error listing. The listings are emailed to the preparer identifying the problems which caused the unsuccessful electronic filing. The error listings inform the utility of problems encountered which should be corrected and refiled.

B. Error Listing

The error listing is a detailed report of any errors found for each record in the electronic filing. Every error found on the record will be detailed underneath the record's header information. The header information will supply enough information to identify exactly which record in the file the errors are for.

An error will cause the record to be dropped. A dropped record is not processed; therefore, there will be no record that the information was ever filed at the Commission. Dropped records require the utility to correct and refile the record. If any part of a GSD-1 or GSD-2 record has an error (customer, delivery point, service charge, rate schedule or current rate component) the entire record will be dropped.

Error Listing example:

These results are from the gsd1 file that you submitted.
RRC Company ID ---→ 123456 (Your company id)
Tariff Type -----→ DS
RRC Tariff No. ----→ 3
Error: Contact RRC No cannot be null.

C. Rejection of a File

All records for a file will be rejected if there is a mismatch in the authorized agent record. An authorized agent mismatch occurs when the authorized agent (userid) in the authorized Agent Record (AA) for the electronic filing does not match the userid from the e-File application. See the *Authorization Procedures* starting on page II-4 for more details on the authorized agent requirement.

D. MEFA

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

NATURAL GAS UTILITY MASTER ELECTRONIC FILING AGREEMENT

This is an Agreement between the Railroad Commission of Texas, hereinafter "the Railroad Commission," and _____, hereinafter "the Utility," entered into to facilitate compliance with Texas Utilities Code, Title 3, and Texas Administrative Code, Title 16, Chapter 7, including, but not limited to, Texas Utilities Code, Section 102.151, implemented by Texas Administrative Code, Title 16, Section 7.315.

The duly authorized representatives of the Railroad Commission and the Utility must sign this Agreement. The Utility’s representative may be any duly authorized officer (if it does business in the corporate form), a partner (if it does business as a partnership), or its owner, individually (if it is a sole proprietorship).

The Railroad Commission and the Utility agree as follows:

1. Definitions:
 - (a) The term "form" is herein defined to include supplements, amendments, revisions, and/or modifications as well as original filings and excludes any electronic transmission where the identity of the sender or the contents of the transmission must be authenticated by digital signature(s).
 - (b) The term “ATTACHMENT 1” is herein defined to include ATTACHMENT 1, incorporated herein as if set out in full, and all amendments to ATTACHMENT 1 made by the Railroad Commission from time to time, in its sole discretion, to authorize additional forms to be filed by means of electronic transmission during the term of this Agreement.

2. The Railroad Commission authorizes the Utility to file all forms appearing on ATTACHMENT 1 by means of electronic transmission for the duration of this Agreement. .

3. The signature of the Utility’s duly authorized representative affixed to this Agreement shall be deemed to appear on all such electronically filed forms, as if actually so appearing, including, without limitation, all such forms filed electronically by any independent, third-party contractor.

4. This Agreement shall be effective as of the latest date of signature below and remain effective for up to ten (10) years from that date.

HOWEVER, if the Utility’s duly authorized representative signing such Agreement leaves the employment of the Utility or becomes no longer authorized to sign such forms

for it, the Utility's authority to file such forms electronically **shall automatically be terminated** until a new written agreement is signed with the Railroad Commission. Such termination shall be effective as of the date such duly authorized representative's authority ends for any reason. Any electronic filing made after such termination and before a new written agreement is signed with the Railroad Commission **shall have no force or effect**.

5. The Utility's electronic transmission of forms listed in ATTACHMENT 1 must be in a manner prescribed by the Railroad Commission that is compatible with its software, equipment, and facilities. Such Utility filings shall be deemed compatible with the Railroad Commission's software, equipment, and facilities provided the Utility complies with all provisions of the Railroad Commission's ELECTRONIC FILING PROCEDURES FOR UTILITIES, incorporated herein as if set out in full, and all amendments thereto made by the Railroad Commission from time to time, in its sole discretion, including, without limitation, the requirement that the DESIGNATION OF SECURITY ADMINISTRATOR, filed by the Utility with the Railroad Commission, remain current at all times during the term of this Agreement. DESIGNATION OF SECURITY ADMINISTRATOR forms may be added or substituted at any time during the term of this Agreement, in the Utility's sole discretion.
6. This Agreement may be amended at any time by the execution of a written addendum to this Agreement by the Railroad Commission and the Utility.
7. The Railroad Commission or the Utility may cancel this Agreement at any time upon thirty (30) days written notice to the other party.
8. This Agreement represents the entire understanding of the parties in relation to the electronic filing of forms listed in ATTACHMENT 1 and supersedes any and all prior agreements between the parties, whether written or oral.
9. The place of performance of this Agreement is Austin, Travis County, Texas. The provisions of Texas law shall govern it.

SIGNED on the dates indicated below.

RAILROAD COMMISSION

UTILITY

Signature of Railroad Commission Representative

Signature of Utility's Representative

Kathy Arroyo

**Name of Railroad Commission Representative
(Type or Print)**

**Name of Utility's Representative
(Type or Print)**

Research Specialist

Title of Railroad Commission Representative

Title of Utility's Representative

Mailing Address: P. O. Box 12967

Mailing Address: _____

Austin, TX 78711-2967

E-Mail Address: Kathy.arroyo@rrc.state.tx.us

E-Mail Address: _____

Telephone No.: (512) 463-7121

Telephone No.: _____

Date: _____

Date: _____

**ATTACHMENT 1
TO
NATURAL GAS MASTER ELECTRONIC FILING AGREEMENT**

Permissible Electronic Filings

GSD-1; Railroad Commission of Texas, Gas Services Division, Natural Gas Tariff,
DISTRIBUTION SALES & SERVICE

GSD-2; Railroad Commission of Texas, Gas Services Division, Natural Gas Tariff,
TRANSPORTATION & EXCHANGE SERVICE OR RATES AND GAS SALES AND
UTILITY SERVICES

- TAR-1 – COMPANY CONTACT
- TAR-2 – COMPANY CUSTOMER
- TAR-3 – COMPANY DELIVERY POINT
- TAR-4 – COMPANY CURRENT RATE COMPONENT (GSD-2)
- TAR-5 – COMPANY CURTAILMENT PLAN
- TAR-6 – COMPANY LINE EXTENSION
- TAR-7 – PURCHASED GAS ADJUSTMENT (PGA)
- TAR-8 – COMPANY QUALITY OF SERVICE RULE
- TAR-9 – COMPANY RATE SCHEDULE (GSD-1)
- TAR-10 – COMPANY SERVICE CHARGE

E. Designation of Security Administrator

**DESIGNATION OF SECURITY ADMINISTRATOR
SUPPLEMENT TO NATURAL GAS UTILITY ELECTRONIC FILING AGREEMENT**

Instructions: *To be completed by the Utility's or Third-Party Consultant's representative. Up to nine (9) Security Administrator Designations may be made per company. A separate form must be completed for each. Security Administrator Designations may be changed without refileing a Master Electronic Filing Agreement. Please type or print legibly.*

I. COMPANY IDENTIFICATION

CHECK APPROPRIATE BOX AND COMPLETE THE FOLLOWING:

Utility
Utility's Name: _____ Company Master Number: _____

Consultant/Independent Contractor or other Non-Utility
Company Name: _____ Phone No.: _____
Mailing Address: _____ Fax No.: _____
E-mail Address: _____

II. SECURITY ADMINISTRATOR IDENTIFICATION (BUSINESS - PREPARER)

YOU **MUST** COMPLETE THE FOLLOWING TO PARTICIPATE:

Security Administrator's Name: _____
E-mail Address: _____
Phone No.: _____
e-File Userid: _____
(6-8 Characters; letters and numbers only)

III. SECURITY ADMINISTRATOR IDENTIFICATION (TECHNICAL)

YOU **MUST** COMPLETE THE FOLLOWING TO PARTICIPATE:

Security Administrator's Name: _____
E-mail Address: _____
Phone No.: _____

CERTIFICATION

I declare that I am authorized to make this Security Administrator Designation, that it was prepared by me or under my supervision and direction, and that the information stated herein is true, correct, and complete, to the best of my knowledge and belief.

I further declare that all electronic transmissions (1) shall be in a manner prescribed by the Railroad Commission of Texas that is compatible with its software, equipment, and facilities; and (2) shall comply with all provisions of the Railroad Commission of Texas', ELECTRONIC FILING PROCEDURES FOR UTILITIES, and any and all revisions thereto, made by the Railroad Commission of Texas from time to time, as conditions of participation.

SIGNATURE: _____
NAME (Print): _____
TITLE: _____
PHONE NO.: _____

For RRC Use Only
Approval Date: _____
Initials: _____

F. Diagrams

GSD-1 DISTRIBUTION SALES & SERVICE ELECTRONIC FILING LAYOUT

Gsd1.txt

	MAX	
ITEM	LENGTH	VALUE
AUTHORIZING AGENT RECORD		
Report Type	2	AA
Authorizing Agent (userid)	8	
Type File	5	GSD1
GSD-1 BEGIN RECORD (Each Line)		
Blank column goes here. (2 pipes " ")		A1
RRC Company ID	10	numeric
Tariff Code	6	DM, DS, DT
RRC Assigned Tariff Number (UNIQUE # ONLY)	10	numeric - blank if new
P-5 Number	6	
Company Name	80	
TYPE OF SERVICE PROVIDED: (One required)		Value if selected
Residential-Sales	1	Y
Commercial-Sales	1	Y
Industrial-Sales	1	Y
Public-Authority-Sales	1	Y
Electric-Generation-Sales	1	Y
Other	1	Y
Other-Description	150	
Date of Contract (date ordinance went into effect)	8	MMDDCCYY
Date of Amendment	8	MMDDCCYY
Effective Date	8	MMDDCCYY
Bills Rendered On or After (or Gas Consumed On) not both	1	Y
Gas Consumed On or After (or Bills Rendered) not both	1	Y
REASON FOR FILING: (Enter one)		
New	1	Y
RRC Docket Number	30	
City Ordinance Number	30	
Amendment Description	150	
Other Description	150	
Preparer Assigned RRC No	10	numeric
Rate Adjustment Provision	2000	
BEGIN CUSTOMER RECORDS (New line for each)		
(with 3 pipes " " following)		B2
Customer Information:(multiples)		
Customer Name or Area Served	80	
Customer RRC Assigned Number	10	numeric
BEGIN SERVICE CHARGES RECORDS (New line for each)		
(with 3 pipes " " following)		C3
LIST OF SERVICE CHARGES: (multiples)		
RRC Assigned Service Charge Number	10	numeric - blank if new
Service Provided (Description)	200	
Charge (Amount)	12.2	999.99
Service Charge Identifier	20	
BEGIN RATE SCHEDULE RECORDS (new line for each)		
(with 3 pipes " " following)		D4
LIST OF RATE SCHEDULES: (multiples)		
Rate Schedule Id	20	
Text	32,000	
END FILE (1 pipe) (NEW LINE)		
		Z9
Total Number of Records in the File (A1, B2, C3 & D4)	9	

A

B

C

D

TAR-1

TAR-2

TAR-10

TAR-9

RRC ELECTRONIC TARIFF FILING FORM

GSD-2 Transportation and Exchange Service or Rates

RAILROAD COMMISSION OF TEXAS GAS SERVICES DIVISION NATURAL GAS TARIFF TRANSPORTATION & EXCHANGE SERVICE OR RATES				Form EGSD-2
COMPANY CONTRACT # _____		CO ID # _____		
RRC TARIFF # _____		P-5 # _____		
1. COMPANY NAME:	2. CUSTOMER NAME: (OR)	3. CUSTOMER IDENTIFICATION #:	4. CONFIDENTIAL? <input type="checkbox"/> YES <input type="checkbox"/> NO	
5. CONTRACT CUSTOMER TYPE:				
<input type="checkbox"/> PRODUCER <input type="checkbox"/> GATHERER <input type="checkbox"/> TRANSMISSION <input type="checkbox"/> MARKETER <input type="checkbox"/> LOCAL DISTRIBUTION <input type="checkbox"/> END USER <input type="checkbox"/> OTHER (EXPLAIN) _____				
6. CONTRACT CUSTOMER TYPE:				
<input type="checkbox"/> EXCHANGE <input type="checkbox"/> GATHERING <input type="checkbox"/> COMPRESSION <input type="checkbox"/> UNDERGROUND STORAGE <input type="checkbox"/> OTHER (EXPLAIN) _____				
7. DATE OF ORIGINAL CONTRACT: (OR)		8. DATE OF INITIAL SERVICE:		9. DATE OF CONTRACT AMENDMENT:
10. REASON FOR FILING: <input type="checkbox"/> NEW <input type="checkbox"/> RRC DOCKET NO. _____ <input type="checkbox"/> CITY ORDINANCE NO. _____ <input type="checkbox"/> AMENDMENT (EXPLAIN) _____				
<input type="checkbox"/> OTHER (EXPLAIN) _____				
11. If this tariff is a rate subject to the provisions of Tex. Util Code, Section 104.003(b) complete the following: [Direct sales for resale to a gas distribution utility at a city gate are excluded from this provision.]				
Check the facts supporting the applicability of Section 104.003(b):				
Neither the gas utility nor the customer had an unfair advantage during the negotiations. NOTE: If the parties are affiliated, check here: <input type="checkbox"/>				
[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.]				
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.				
Competition does or did exist either with another gas utility, another supplier of natural gas, or a supplier of an alternative form of energy.				
<input type="checkbox"/> I affirm that a true and correct copy of this tariff has been sent to the customer involved in this transaction.				
12. NAME OF PERSON PREPARING THIS TARIFF:			ADDRESS:	
TITLE:				
AREA CODE / PHONE NUMBER: () () (EXT)			CITY: STATE: ZIP: SUFFIX:	
EMAIL ADDRESS:				
13. CURRENT RATE COMPONENTS:			14. RATE ADJUSTMENT PROVISION:	
15. DELIVERY POINT <input type="checkbox"/> RECEIPT POINT <input type="checkbox"/>				
15. DELIVERY POINT <input type="checkbox"/> RECEIPT POINT <input type="checkbox"/>				
IDENTIFICATION NO.:		CURRENT CHARGE: \$ PER	EFFECTIVE DATE OF CURRENT CHARGE:	CONFIDENTIAL: <input type="checkbox"/> YES <input type="checkbox"/> NO
DELIVERY POINT/RECEIPT POINT DESCRIPTION:				
DELIVERY POINT <input type="checkbox"/> RECEIPT POINT <input type="checkbox"/>				
IDENTIFICATION NO.:		CURRENT CHARGE: \$ PER	EFFECTIVE DATE OF CURRENT CHARGE:	CONFIDENTIAL: <input type="checkbox"/> YES <input type="checkbox"/> NO
DELIVERY POINT/RECEIPT POINT DESCRIPTION:				
DELIVERY POINT <input type="checkbox"/> RECEIPT POINT <input type="checkbox"/>				
IDENTIFICATION NO.:		CURRENT CHARGE: \$ PER	EFFECTIVE DATE OF CURRENT CHARGE:	CONFIDENTIAL: <input type="checkbox"/> YES <input type="checkbox"/> NO
DELIVERY POINT/RECEIPT POINT DESCRIPTION:				

Not used for E-File

B

A

D

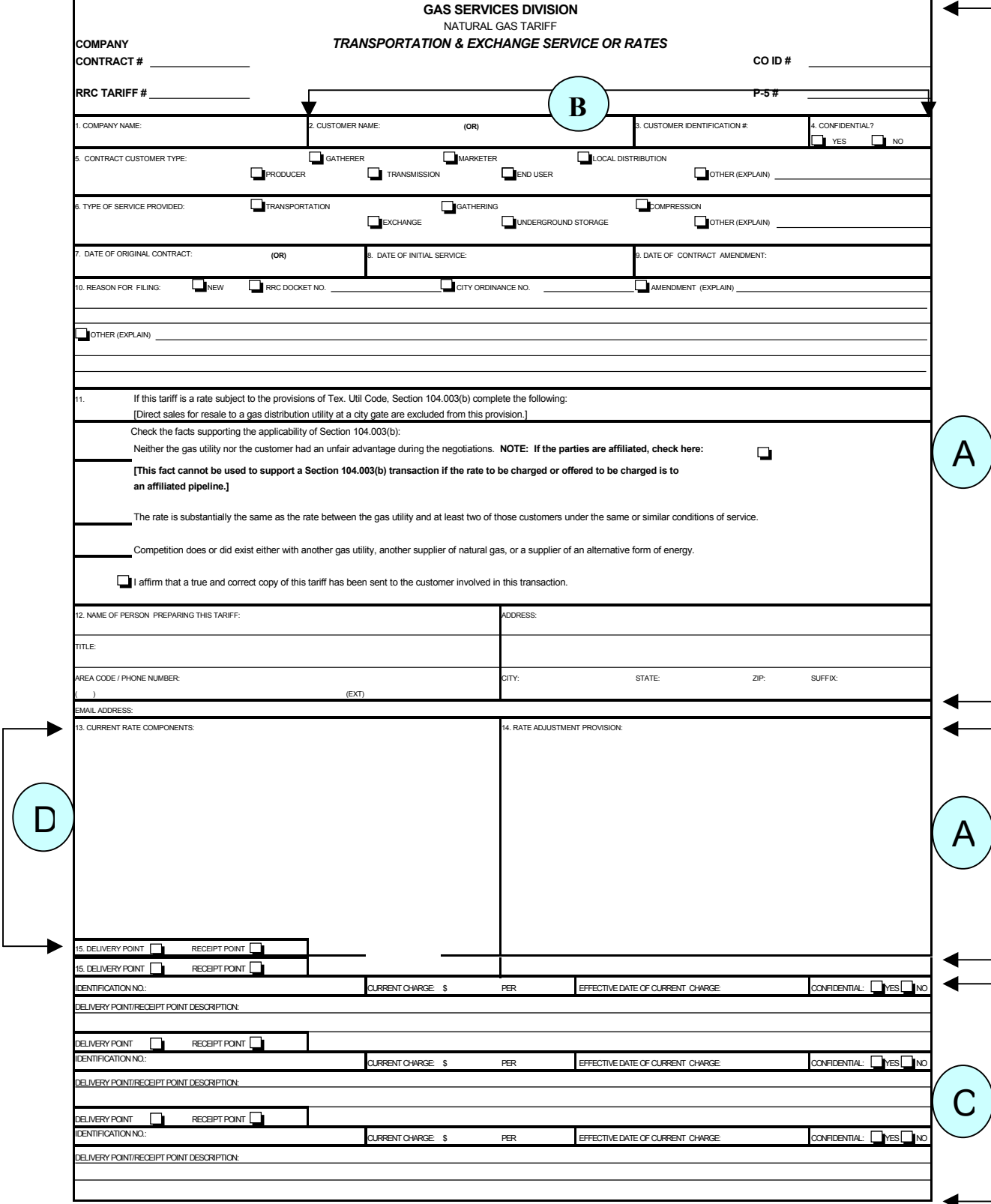
A

C

RRC ELECTRONIC TARIFF FILING FORM

GSD-3 Transportation Sales and Service

RAILROAD COMMISSION OF TEXAS GAS SERVICES DIVISION NATURAL GAS TARIFF TRANSPORTATION & EXCHANGE SERVICE OR RATES				Form EGSD-2
COMPANY CONTRACT # _____		CO ID # _____		
RRC TARIFF # _____		P-5 # _____		
1. COMPANY NAME:	2. CUSTOMER NAME: (OR)	3. CUSTOMER IDENTIFICATION #:	4. CONFIDENTIAL? <input type="checkbox"/> YES <input type="checkbox"/> NO	
5. CONTRACT CUSTOMER TYPE: <input type="checkbox"/> PRODUCER <input type="checkbox"/> GATHERER <input type="checkbox"/> TRANSMISSION <input type="checkbox"/> MARKETER <input type="checkbox"/> END USER <input type="checkbox"/> LOCAL DISTRIBUTION <input type="checkbox"/> OTHER (EXPLAIN) _____				
6. TYPE OF SERVICE PROVIDED: <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> EXCHANGE <input type="checkbox"/> GATHERING <input type="checkbox"/> UNDERGROUND STORAGE <input type="checkbox"/> COMPRESSION <input type="checkbox"/> OTHER (EXPLAIN) _____				
7. DATE OF ORIGINAL CONTRACT: (OR)		8. DATE OF INITIAL SERVICE:	9. DATE OF CONTRACT AMENDMENT:	
10. REASON FOR FILING: <input type="checkbox"/> NEW <input type="checkbox"/> RRC DOCKET NO. _____ <input type="checkbox"/> CITY ORDINANCE NO. _____ <input type="checkbox"/> AMENDMENT (EXPLAIN) _____				
<input type="checkbox"/> OTHER (EXPLAIN) _____				
11. If this tariff is a rate subject to the provisions of Tex. Util Code, Section 104.003(b) complete the following: [Direct sales for resale to a gas distribution utility at a city gate are excluded from this provision.] Check the facts supporting the applicability of Section 104.003(b): Neither the gas utility nor the customer had an unfair advantage during the negotiations. NOTE: If the parties are affiliated, check here: <input type="checkbox"/> [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.] 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. Competition does or did exist either with another gas utility, another supplier of natural gas, or a supplier of an alternative form of energy. <input type="checkbox"/> I affirm that a true and correct copy of this tariff has been sent to the customer involved in this transaction.				
12. NAME OF PERSON PREPARING THIS TARIFF:			ADDRESS:	
TITLE:				
AREA CODE / PHONE NUMBER: () (EXT)			CITY:	STATE: ZIP: SUFFIX:
EMAIL ADDRESS:				
13. CURRENT RATE COMPONENTS:			14. RATE ADJUSTMENT PROVISION:	
15. DELIVERY POINT <input type="checkbox"/> RECEIPT POINT <input type="checkbox"/>				
15. DELIVERY POINT <input type="checkbox"/> RECEIPT POINT <input type="checkbox"/>				
IDENTIFICATION NO.:		CURRENT CHARGE: \$ PER	EFFECTIVE DATE OF CURRENT CHARGE:	CONFIDENTIAL: <input type="checkbox"/> YES <input type="checkbox"/> NO
DELIVERY POINT/RECEIPT POINT DESCRIPTION:				
DELIVERY POINT <input type="checkbox"/> RECEIPT POINT <input type="checkbox"/>				
IDENTIFICATION NO.:		CURRENT CHARGE: \$ PER	EFFECTIVE DATE OF CURRENT CHARGE:	CONFIDENTIAL: <input type="checkbox"/> YES <input type="checkbox"/> NO
DELIVERY POINT/RECEIPT POINT DESCRIPTION:				
DELIVERY POINT <input type="checkbox"/> RECEIPT POINT <input type="checkbox"/>				
IDENTIFICATION NO.:		CURRENT CHARGE: \$ PER	EFFECTIVE DATE OF CURRENT CHARGE:	CONFIDENTIAL: <input type="checkbox"/> YES <input type="checkbox"/> NO
DELIVERY POINT/RECEIPT POINT DESCRIPTION:				



GSD-2 GAS SALES AND UTILITY SERVICES, TRANSPORTATION, AND EXCHANGE SERVICE OR RATES ELECTRONIC FILING LAYOUT
(Used by both GSD-2 & GSD-3)

Gsd2.txt

		MAX	
ITEM	LENGTH		VALUE
AUTHORIZING AGENT RECORD			
Report Type	2		AA
Authorizing Agent (userid)	8		
File Type	5		GSD2
GSD-2 BEGIN RECORD (Each Line)			A1
Blank column goes here. (2 pipe)			
RRC Company ID	10		numeric
Tariff Code	6		DM, DS, DT, TM, TS, TT
RRC Tariff Number (UNIQUE # ONLY)	10		numeric - blank if new
P-5 Number	6		
Company Name	80		
Type of Service Provided:			One required (value if selected)
Sale For Resale	1		Y
City Gate Sale	1		Y
Industrial Sale	1		Y
Transportation	1		Y
Gathering	1		Y
Compression	1		Y
Exchange	1		Y
Underground Storage	1		Y
Electric Generation Sale	1		Y
Other	1		Y
Other Description	150		
Date of Original Contract	8	OR (not both)	MMDDCCYY
Date of Initial Service	8	(not both)	MMDDCCYY
Date of Contract Amendment	8		MMDDCCYY
Term of Contract Date	8		MMDDCCYY
Term of Contract Comment	40		
Reason For Filing:			One required
New	1		Y
Docket Number	30		
City Ordinance Number	30		
Amendment Description	150		
Other Description	150		
Tariff TUC Requirement:			Value if selected
Neither had unfair Advantage	1		Y
Affiliated	1		Y
Same Rates	1		Y
Competition Exists	1		Y
Affirm Copy Sent to Customer	1		Y
Preparer Assigned RRC Number	10		numeric
Rate Adjustment Provision	2000		
BEGIN CUSTOMERS RECORDS (New line for each)			B2
and 3 pipes			
Customer Information (multiples):			
Customer Name	80		
Customer RRC Assigned Number	10		numeric

C	BEGIN DELIVERY POINT RECORDS (New line for each)		C3	
	and 3 pipes 			
	Delivery Point Information (multiples):			
	RRC Delivery Point Number	10	numeric	TAR-3
	Delivery or Receipt Point	1	D or R	
	Current Charge	7,4	99.9999	
Rate (ccf, mcf, etc)	6			
Effective Date	8	MMDDCCYY		
D	BEGIN CURRENT RATE COMPONENT RECORDS			
	(New line for each) & (3 pipes)		D4 	TAR-4
	Current Rate Component Information (multiples):			
	Company Contract Identifier	20		
	Text (If not for multiples tariffs)	32,000		
	END FILE (1 pipe) (NEW LINE)		Z9 	
	Total Number of Records in the File (A1, B2, C3 & D4)	9		

CORRESPONDING UPFRONT FILING LAYOUTS

TAR-1 Company Contact

COMPANY CONTACT ELECTRONIC FILING FORMAT

Form: TAR-1

TAR1.txt delimited by: | (pipe)

GSD-1 &
GSD-2

A

ITEM	LENGTH	VALUE	COMMENTS
AUTHORIZING AGENT RECORD			
Report Type	2	AA	
Authorizing Agent (userid)	8		Must be 8 positions. Blank pad.
Type File	5	TAR1	
Multiples:			
BEGIN RECORD (Each Line)		A1	
RRC Company ID	10		numeric
Contact Assigned RRC No	10		Blank if new - numeric
First Name	30		
Middle Name	15		
Last Name	30		
Title	30		
Address Line 1	40		
Address Line 2	40		
City	28		
State	2		
Zip Code	5		
Zip Suffix	4		
Area Code	3		
Line Number	7		numeric
Extension number	4		
e-mail user name	30		
domain	80		
END FILE (NEW LINE)	2	Z9	
Total number of records in the file.	9		

TAR-2 Company Customer

COMPANY CUSTOMER ELECTRONIC FILING FORMAT

Form: TAR-2

GSD-1 &
GSD-2

B

TAR2.txt delimited by: | (pipe)

ITEM	LENGTH	VALUE	COMMENTS
AUTHORIZING AGENT RECORD			
Report Type	2	AA	
Authorizing Agent (userid)	8		Must be 8 positions. Blank pad.
Type File	5	TAR2	
Multiples:			
BEGIN RECORD (Each Line)		A1	
RRC Company ID	10		numeric
Customer Assigned RRC No	10		Blank if new - numeric
Name	80		
Privacy Flag	1	Y or N	
Tariff Code	6		DM, DS, TS, TT etc
END FILE (New Line)		Z9	
Total number of records in the file	9		

TAR-10 Company Service Charge

COMPANY SERVICE CHARGE FILE LAYOUT

Form: TAR-10

TAR10.txt delimited by: | (pipe)

GSD-1

C

Service Charge Identifier on the GSD-1 layout

	MAX		
ITEM	LENGTH	VALUE	COMMENTS
AUTHORIZING AGENT RECORD			(One per file)
Report Type	2	AA	
Authorizing Agent (userid)	8		Must be 8 positions. Blank pad.
Type File	5	TAR10	
BEGIN RECORD (Each Line)	2	A1	
RRC Company ID	10		numeric
Service Charge ID	20		The companies own id number
Effective Date	8	MMDDCCYY	Date service charge filed with RRC.
Description	2000		Service charge description.
END FILE (New Line)	2	Z9	
Total number of records in the file.	9		

TAR-9 Company Rate Schedule

COMPANY RATE SCHEDULE FILE LAYOUT

Form: TAR-9

TAR9.txt delimited by: | (pipe)

GSD-1

D

	MAX		
ITEM	LENGTH	VALUE	COMMENTS
AUTHORIZING AGENT RECORD			
Report Type	2	AA	
Authorizing Agent (userid)	8		Must be 8 positions. Blank pad.
Type File	5	TAR9	
BEGIN RECORD (Each Line)	2	A1	
RRC Company ID	10		numeric
Rate Schedule ID	20		The companies own id number
Effective Date	8	MMDDCCYY	Date rate schedule filed with RRC.
Description	32,000		Rate schedule description.
END FILE	2	Z9	
Total number of records in the file.	9		

TAR-3 Company Delivery Point

COMPANY DELIVERY POINT ELECTRONIC FILING FORMAT

Form: TAR-3

TAR3.txt delimited by: | (pipe)

	MAX		COMMENTS
	ITEM	LENGTH	
AUTHORIZING AGENT RECORD			
Report Type	2	AA	
Authorizing Agent (userid)	8		Must be 8 positions. Blank pad.
Type File	5	TAR3	
Multiples:			
BEGIN RECORD (Each Line)		A1	
RRC Company ID	10		numeric
Delivery Point Assigned RRC Number	10		Blank if new – numeric
Description	200		
Privacy Flag	1	Y or N	
Tariff Code	6		TS, TT etc
END FILE (New Line)		Z9	
Total number of records in the file.	9		

GSD-2

C

TAR-4 Company Current Rate Component

COMPANY CURRENT RATE COMPONENT FILE LAYOUT

Form: TAR-4

TAR4.txt delimited by: | (pipe)

	MAX		COMMENTS
	ITEM	LENGTH	
AUTHORIZING AGENT RECORD			
Report Type	2	AA	
Authorizing Agent (userid)	8		Must be 8 positions. Blank pad.
Type File	5	TAR4	
BEGIN RECORD (Each Line)	2	A1	
RRC Company ID	10		numeric
Company Contract ID	20		The company contract id number
Effective Date	8	MMDDCCYY	Date rate component is filed with RRC.
Description	32,000		Rate component description.
END FILE	2	Z9	
Total number of records in the file.	9		

GSD-2

D