

Instructions for:

CEC-1306A – UDC Electricity Sales and Deliveries Quarterly Report

Purpose: This report provides the quantity of electricity sold or delivered monthly by utility distribution companies (UDCs) to end-use customers. Electricity sales reflect billed sales data, net of photovoltaic (PV) overgeneration. This information is used in analyzing electricity demand for local planning and state energy forecasts.

Authority: California Code of Regulations, Title 20, Section 1306(a).

Who must file:

Schedule 1: Each utility distribution company (UDC) that sells or delivers electricity to end-use customers in California. A UDC is an electric utility, or a business unit of an electric utility, that distributes electricity to customers.

Schedule 2: Only UDCs or electric utilities whose annual peak demand in the last 2 years is equal to or greater than 200 MW. **Schedule 3*:** PGE, SCE, & SDGE only.

***Note:** 1306A Schedule 3 filers, please email QFERconsumptionDSP@energy.ca.gov to coordinate a secure file transfer method with CEC staff to submit 1306A Schedule 3 data. Template and instructions can be provided via email upon request. This report will not be submitted via the Data Submission Portal (DSP).

When to file (all Schedules): Submit monthly data for the previous quarter by the 15th of February, May, August, and November. Requests for deadline extensions require formal review. To request an extension, email CEC staff (QFERconsumptionDSP@energy.ca.gov) at least 15 days before the reporting deadline.

How to file (Schedule 1 and 2): Log onto the California Energy Commission's (CEC) secure DSP website and upload files using the QFER Consumption 1306A application. Firsttime DSP users need to set up a secure account with the DSP prior to submitting files. The data must be submitted in a comma-separated values (CSV) format. Each quarterly submittal must include a certification that the information is true, correct, and complete, which can be completed within the DSP as a final step of the submission. If seeking automatic confidentiality of specific data under Section 2505(a)(5)(A) & (B), send the request for confidentiality to CEC staff at (QFERconsumptionDSP@energy.ca.gov). For a valid request, the submitter must a) label each individual item of the submittal that is entitled to be designated confidential, and b) attest under penalty of perjury that the information submitted has not been previously released.

Where to file (Schedule 1 and 2): California Energy Commission’s secure DSP website.

See DSP QFER Consumption User Guide for step-by-step guidance on using the DSP to submit data files.

Important Template Notes (Schedules 1 and 2 shown below): Each data submission shall:

- (1) Adhere to the order of the fields in each of the templates (i.e., Company Number, Year, ..., Revenue (\$)) to avoid DSP errors and rejection.
- (2) Exclude any extra information, including data for other fields, miscellaneous calculations, blank rows, or totals.

CEC-1306A Schedule 1 – UDC Electricity Sales/Deliveries Quarterly Report

	A	B	C	D	E	F	G	H	I	J
1	Company Number	Year	Month Number	County Number	Customer Type	Rate Class	NAICS Code	Number of Customers	Sales/Delivery Amount (kWh)	Revenue (\$)
2										
3										

The table above is a screenshot of the report template provided for reference purposes only. Add rows as necessary. Refer to the instructions below for additional information.

CEC-1306A Schedule 1 Instructions

Company Number: The identification number assigned by CEC staff. Column A, numeric data type, or text data type if Company Number begins with leading zero.

Year: Use four-digit year (e.g., 2025). Column B, numeric data type.

Month Number: Numeric month (i.e., 1, 2, 3, ..., 12). Column C, numeric data type.

County Number: Provide the county number where the end-use customer consumed the reported energy. A table of county numbers and their corresponding county names is provided at the end of this document. Column D, numeric data type for county numbers 1-58 and 99, and text data type for county “00”.

Customer Type: D = Direct Access Customer, B = Bundled Customer, C = Community Choice Aggregation. Column E, text data type.

Rate Class: General level of retail rate class used by the reporting UDC. UDCs whose annual peak demand in the last two years is less than 200 megawatts (MW) are not required to provide rate class. Column F, text data type.

NAICS Code: NAICS code shall describe the primary activity at the location where the energy is consumed. NAICS code must be exactly 6-characters in length and match the list of "Valid NAICS codes." Column G, numeric or text data type.

See list of "Valid NAICS codes" for identifying which NAICS codes will be accepted by the DSP.

For residential, streetlighting, water pump and unclassified customers, please use the following CEC custom classification codes.

Description	Classification Code
Residential	See table "Residential CEC Custom Classification Codes" at the end of the document
Streetlighting	925190
Water pumping, municipal water supply	221311
Water pumping, agriculture irrigation	221312
Unclassified	999999

Number of Customers** Number of end-use customers for the reported NAICS code. A customer is an active revenue meter or an active billed account. Column H, numeric data type.

Sales/Delivery Amount (kWh):** Electricity amount sold or delivered in kilowatthours for a reported NAICS code. Electricity sales are billed sales net of PV overgeneration. Column I, numeric data type.

Revenue (\$):** Revenue expressed in dollars for bundled customers is the aggregation of generation and non-generation costs and excludes city and local taxes. Revenue expressed in dollars for unbundled customers is the aggregation of all non-generation costs and excludes city and local taxes. Column J, numeric data type.

****NOTES:** (1) For values of zero, please enter "0" instead of leaving the cell blank or entering "NULL" or "-". (2) Do not add any non-numeric characters, such as letter, spaces, comma separator, dollar sign, etc.

CEC-1306A Schedule 2 – UDC Retail Rate Description Quarterly Report***

	A	B	C	D	E
1	Company Number	Year	Quarter Number	Retail Rate Class	Description
2					
3					

The table above is a screenshot of the report template provided for reference purposes only. Add rows as necessary. Refer to the instructions below for additional information.

CEC-1306A Schedule 2 Instructions

***Only UDCs or electric utilities whose annual peak demand in the last 2 years is equal to or greater than 200 MW must report.

Company Number: The identification number assigned by CEC staff. This is the same Company Number found in CEC-1306A Schedule 1. Column A, numeric data type unless your Company Number contains a leading zero, in which case, text data type.

Year: Use four-digit year (e.g., 2025). Column B, numeric data type.

Quarter Number: Calendar year quarter (i.e., 1, 2, 3, or 4). Column C, numeric data type.

Retail Rate Class: The general level of rate class used by UDC. Column D, text data type.

Description: Description explaining retail rate classes. Column E, text data type.

County Numbers and Corresponding Names (for California)

1	Alameda	21	Marin	41	San Mateo
2	Alpine	22	Mariposa	42	Santa Barbara
3	Amador	23	Mendocino	43	Santa Clara
4	Butte	24	Merced	44	Santa Cruz
5	Calaveras	25	Modoc	45	Shasta
6	Colusa	26	Mono	46	Sierra
7	Contra Costa	27	Monterey	47	Siskiyou
8	Del Norte	28	Napa	48	Solano
9	El Dorado	29	Nevada	49	Sonoma
10	Fresno	30	Orange	50	Stanislaus
11	Glenn	31	Placer	51	Sutter
12	Humboldt	32	Plumas	52	Tehama
13	Imperial	33	Riverside	53	Trinity
14	Inyo	34	Sacramento	54	Tulare
15	Kern	35	San Benito	55	Tuolumne
16	Kings	36	San Bernardino	56	Ventura
17	Lake	37	San Diego	57	Yolo
18	Lassen	38	San Francisco	58	Yuba
19	Los Angeles	39	San Joaquin	99	Multi
20	Madera	40	San Luis Obispo	00	Unknown

Residential CEC Custom Classification Codes

RE0000	Residential (not further classified)	RE2300	Master metered other
RE1000	Individually metered account (type unknown)	RE2400	Apt. - Multiples - Master Metered
RE1100	Individually metered single family	RE2500	Apt. - Air Conditioning (Separately Metered)
RE1200	Individually metered multi-family	RE2600	Apt. - Water Supply (Separately Metered)
RE1300	Individually metered other	RE2700	Apt. - Outdoor Lighting (Walkway, etc.)
RE1400	Trailer - Multiples - Master Metered	RE2800	Apt. - Open
RE1500	Trailer - Air Conditioning (Separately Metered)	RE2900	Apt. - Other Residential Uses (Swimming Pools, Laundry rooms, etc.)
RE1600	Trailer - Water Supply (Separately Metered)	RE3000	Apt. - Residential - Miscellaneous
RE1700	Trailer - Outdoor Lighting (Walkway, etc.)	RE3200	Apt. - Residential Second Service
RE1800	Trailer - Open	RE3300	Apt. - Public Housing
RE1900	Trailer - Other Residential Uses (Swimming Pools, Laundry rooms, etc.)	RE3400	Apt. - Residential Hotels
RE2000	Master metered accounts (type unknown)	RE3700	Apt. - Outdoor Lighting (Walkway, etc.)
RE2100	Master metered single family	RE3900	Apt. - Miscellaneous Residential
RE2200	Master metered multi-family		