

Instructions for:

CEC-1306B – LSE Quarterly Report

Purpose: This report provides the quantity of electricity sold by load serving entities (LSEs) that are not utility distribution companies (UDC). This information is used in analyzing electricity demand for local planning and state energy forecasts.

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

Who must file: Each LSE that sells electricity in California and is not a UDC. Examples of these types of LSEs are energy service providers and community choice aggregators.

Where to file: California Energy Commission's secure Data Submission Portal (DSP) website.

When to file: 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: Reports can be submitted by logging into the California Energy Commission's secure DSP website and uploading files using the QFER Consumption 1306B application. First time 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 (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.

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

Notes: Each data submission shall:

- (1) Adhere to the order of the template (i.e., Company Number, Year, ..., Revenue (\$)) shown below to avoid DSP errors and rejection.
- (2) Exclude any extra information, including extra headers, data for other fields, miscellaneous calculations, blank rows, or totals.
- (3) Provide data for the specified reporting period.

	A	B	C	D	E	F	G	H	I
1	Company Name	Year	Month Number	Utility Delivery Company (UDC)	Customer Group	County Number	Number of Customers	Sales Amount (kWh)	Revenue (\$)
2									
3									

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

CEC-1306B Instructions

Company Number. The identification number assigned by CEC staff. Please use the same number contained in the previous submission. Non-numeric characters (e.g., dashes) must be removed. If you do not know this number or do not know how to access this number, please contact CEC QFER Consumption staff. 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.

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

Utility Distribution Company (UDC). A UDC is a utility that distributes electricity to customers. IMPORTANT: The only valid UDC values are PGE, SCE, and SDGE. Please enter the UDC exactly as spelled out here with no special characters, such as "&". Column D, text data type.

Customer Group. Customer Group means the following:

Residential: retail customers consuming electricity for residential purposes.

Commercial: retail customers consuming electricity for commercial purposes.

Industrial: retail customers consuming electricity for industrial purposes.

Other: retail customers consuming electricity for all other purposes.

IMPORTANT: The Customer Group value must be entered exactly as spelled and capitalized above. Column E, text 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 F, numeric data type for county numbers 1-58 and 99, and text data type for county "00".

Number of Customers*: Number of end-use customers that bought electricity from your company. A customer is an active revenue meter or an active billed account. Column G, numeric data type.

Sales Amount (kWh)*: Amount in kilowatt-hours for electricity sold to end-use customers. Column H, numeric data type.

Revenue (\$)*: Revenue expressed in dollars is the aggregation of all costs, plus profits, received by the LSE from its end-use customers in providing generation services. Column I, 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 letters, spaces, comma separator, dollar sign, etc.

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