

Instructions for: Form CEC-1308C – Gas Retailer Quarterly Report

Purpose: This form provides monthly information about the volume and cost of natural gas sold to categories of end users. This information is used to track the effect of gas retailer activities on California's gas consumers. This analysis contributes to the California Energy Commission's Integrated Energy Policy Report.

Authority: California Code of Regulations, Title 20, Division 2, Section 1307(a).

Who must file: Any gas retailer serving end-use customers in California that is not required to submit CEC-1308B. A gas retailer is any company that (a) sells natural gas to end users or customers located in California, (b) produces and consumes natural gas on-site in California (except for gas consumed for gathering, processing, or compressing purposes), or (c) produces natural gas at one site and consumes natural gas at another site that is in California and that is owned or controlled by the company.

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 1308C 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 data-loading errors and rejection.

- (2) Exclude any extra information, including extra headers, data for other fields, miscellaneous calculations, blank rows, or totals.
- (3) Provide data only for the specified reporting period.

| | A | B | C | D | E | F | G | H |
|---|----------------|------|-------|---------------|----------------|---------------------|--------------------------|--------------|
| 1 | Company Number | Year | Month | County Number | Customer Group | Number of Customers | Delivery Volume (therms) | 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-1308C Instructions

Company Number. The identification number of the gas retailer assigned by CEC 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). Column C, numeric data type.

County Number. County numbers where end-use customers consume the reported energy. A list of county numbers and names is provided on page 3. Column D, numeric data type for county numbers 1-58 and 99, and text data type for county "00".

Customer Group. Customer group means the following:

Residential - customers consuming natural gas for residential purposes.

Commercial - customers consuming natural gas for commercial purposes.

Industrial - customers consuming natural gas for industrial purposes.

TEOR – thermally enhanced oil recovery.

UEG – utility electric generation (including cogeneration).

Other - customers consuming natural gas for other purposes.

IMPORTANT: The Customer Group value must be entered exactly as spelled and capitalized above. Column E, text data type.

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

Delivery Volume (therms)*: Natural gas amount sold or delivered stated in therms to the reported customer group. Column G, numeric data type.

Revenue (\$)*: Revenue expressed in dollars, including commodity charges, adjustments, and any other charges billed for gas sold or delivered. If natural gas is

delivered and consumed for own use, and not sold to third parties, enter "0". Column H, 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 |