

# Rule 028

## Natural Gas Settlement System Code Rules

This rule as amended was approved by the Alberta Utilities Commission on December 6, 2011, and is effective on January 1, 2012.

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### Update: Version 1.1

This document can be referred to as Version 1.1 of AUC Rule 028: *Natural Gas Settlement System Code Rules* (Rule 028). Rule 028 is an operational document that defines the business processes and mechanics of how natural gas settlement is to be carried out at the retail natural gas market level in Alberta.

Consequently, a consultative process is used to identify improvements and revisions that are to be made to Rule 028 to keep the rule relevant and reflective of the requirements of the retail natural gas market.

A working group made up of industry representatives meets regularly to identify changes that are required to be made to Rule 028 and to assign priority rankings to the changes. Subgroups are formed to address the high priority changes and to make recommendations to AUC staff. AUC staff incorporates any recommended changes into a draft version of a revised Rule 028. Stakeholders are then provided the opportunity to comment on the draft version to ensure the proposed wording and changes reflect the requirements of the industry. Commission approval is obtained for the revised rule once the industry comments are received and reviewed. Commission approval is sought by the end of the calendar year with implementation during the following year.

This lag between the approval date and the implementation date is to recognize that the approved revisions to Rule 028 will require industry stakeholders to make changes to their business processes and information technology systems in order to be compliant. The lag provides these entities the time to develop, implement and test their internal changes so that there is no disruption in the business processes once the revised changes are to take effect.

# Contents

- 1 Definitions..... 6
  - 1.1 Key terms..... 6
  - 1.2 Common abbreviations..... 8
- 2 Responsibilities ..... 9
  - 2.1 Application ..... 9
  - 2.2 Settlement responsibility ..... 9
  - 2.3 Profile generation..... 9
  - 2.4 Site identification number catalogue ..... 9
  - 2.5 Responsibility for estimating missing meter readings and consumption amounts ..... 9
  - 2.6 Losses ..... 9
  - 2.7 Disclosure and protection ..... 9
  - 2.8 Retailer of record ..... 10
  - 2.9 Estimation and liability for settlement..... 10
  - 2.10 Request for site ID numbers ..... 10
  - 2.11 Timing of meter reads..... 10
- 3 Profiling methods ..... 11
  - 3.1 Profile generation methods ..... 11
  - 3.2 Segmentation ..... 11
- 4 Estimation and settlement calculations ..... 12
  - 4.1 Unaccounted-for gas (UFG) ..... 12
  - 4.2 Settlement interval..... 12
  - 4.3 Estimation and settlement timing ..... 12
    - 4.3.1 General comments ..... 12
    - 4.3.2 Estimation runs ..... 12
    - 4.3.3 Initial monthly settlement..... 12
    - 4.3.4 Interim settlement..... 12
    - 4.3.5 Final settlement..... 12
    - 4.3.6 Data revisions ..... 13
    - 4.3.7 Retailer default ..... 13
- 5 Settlement error correction..... 14
  - 5.1 General..... 14
  - 5.2 Pre-final error correction (PFEC) ..... 14
    - 5.2.1 Scope ..... 14
    - 5.2.2 PFEC process..... 14
  - 5.3 Dispute resolution process..... 16
    - 5.3.1 Initiation of general dispute resolution ..... 16
    - 5.3.2 Notice of dispute..... 16
    - 5.3.3 Discussions and negotiations between the parties with the option to include mediation 17
    - 5.3.4 Dispute brought forward to the Commission..... 17
- 6 Functional requirements of the settlement calculation..... 19
  - 6.1 Profile freeze dates ..... 19
  - 6.2 Assumptions ..... 19
  - 6.3 Settlement inputs and outputs ..... 19
  - 6.4 Required settlement reports ..... 19
- 7 Information exchange..... 20
  - 7.1 Business transactions ..... 20
  - 7.2 Transaction transport method ..... 21
  - 7.3 Enrolment mechanics..... 21
  - 7.4 Changes in profiling class..... 22
  - 7.5 Site ID retirement ..... 22
- 8 Information exchange standards ..... 23

8.1	Purpose .....	23
8.2	Scope .....	23
8.3	Revisions .....	23
8.4	Universal standards.....	23
8.4.1	Directory structure.....	23
8.4.2	File naming convention .....	23
8.4.3	Universal transaction contents.....	24
8.4.4	Optional fields .....	24
8.4.5	Data-type definitions .....	24
8.4.5.1	Char(x).....	24
8.4.5.2	Varchar(x).....	24
8.4.5.3	Number(p,s).....	24
8.4.6	Standard fields.....	24
8.4.6.1	Date and date time format.....	24
8.4.6.2	Telephone number format.....	25
8.4.6.3	Time conventions.....	25
8.4.6.4	ID assignments.....	25
8.4.6.5	Retailer and business function IDs.....	26
8.4.6.6	Gas distributor ID .....	26
8.4.6.7	Load settlement agent (LSA) ID.....	26
8.4.6.8	Meter data manager (MDM) ID.....	26
8.4.6.9	Zone ID.....	26
8.4.6.10	Site ID.....	26
8.4.6.11	Socket ID .....	28
8.4.6.12	Site ID catalogue transaction (SID) — process rules and content.....	28
8.5	Transaction principles.....	30
8.5.1	Rejected by transaction not by file .....	30
8.5.2	No header information.....	30
8.5.3	Transaction will not contain additional fields for custom use .....	30
8.5.4	Transactions will not contain descriptive fields .....	30
8.5.5	Transaction file contents.....	30
8.6	Provincial standard transactions .....	31
8.6.1	Provide current consumption data from MDM.....	31
8.6.1.1	Daily cumulative meter consumption transaction (DCM) — process rules and content.....	31
8.6.2	Wholesale settlement data transfers.....	33
8.6.2.1	Wholesale settlement information transaction (WSI) — process rules and content.....	33
8.6.2.2	Wholesale settlement summary transaction (WSS) — process rules and content.....	34
8.6.2.3	Wholesale settlement details transaction (WSD) — process rules and content.....	35
8.6.2.4	Settlement profile value transaction (SPV) — process rules and content.....	36
8.6.3	Select retailer transaction set .....	36
8.6.3.1	Select retailer request transaction (SRR) — process rules and content .....	36
8.6.3.2	Select retailer notification transaction (SRN) — content.....	37
8.6.3.3	Notify old retailer transaction (SRO) — process rules and content.....	38
8.6.4	Update customer information transaction set .....	38
8.6.4.1	Update customer information transaction (UCI) — process rules and content.....	38
8.6.4.2	Request update to customer information transaction (RUC) — process rules and content.....	45
8.6.5	Update site information transaction set .....	46
8.6.5.1	Site metering characteristics transaction (SMC) — process rules and content.....	46
8.6.5.2	Update site address transaction (USA) — process rules and content .....	48

8.6.5.3	Site profile change transaction (SPC) – process rules and content .....	49
8.6.6	Energize/de-energize site.....	49
8.6.6.1	Energize request transaction (ENR) — content.....	49
8.6.6.2	Energize failure transaction (ENF) — content.....	50
8.6.6.3	Energize completion transaction (ENC) — content.....	50
8.6.6.4	De-energize request transaction (DER) — content.....	50
8.6.6.5	De-energize failure transaction (DEF) — content .....	51
8.6.6.6	De-energize completion transaction (DEC) — content .....	51
8.6.6.7	Release cut off for nonpayment (CONP) lock transaction (RCL) — process rules and content .....	52
8.6.6.8	Release CONP lock completion transaction (RCC) — process rules and content.....	52
8.6.7	De-select retailer transaction set.....	53
8.6.7.1	De-select request transaction (DSR) — process rules and content.....	53
8.6.7.2	De-select notification transaction (DSN) — process rules and content.....	54
8.6.7.3	Revoke de-select request transaction (RDS) — process rules and content.....	55
8.6.7.4	Revoke de-select notification transaction (RDN) — process rules and content.....	55
8.7	Transaction sets with standard content .....	55
8.7.1	Revoke de-energize request transaction (RDR) — process rules and content .....	55
8.7.2	Request off-cycle meter read transaction (ROR) — content .....	56
8.7.3	Request off-cycle meter read completion transaction (ROC) — content .....	56
8.8	Transaction status codes .....	57
9	Performance standards for meter data managers operating in the province of Alberta .....	58
9.1	Overview .....	58
9.2	Roles and responsibilities .....	58
9.3	Cumulative meter data performance standards.....	58
9.3.1	Data collection.....	58
9.3.1.1	Definition of approved meter reads .....	58
9.3.1.2	Data collection elements .....	58
9.3.2	Validation of meter data .....	59
9.3.2.1	Validation tests.....	59
9.3.2.2	Verification, editing and estimation of data.....	59
9.3.2.3	Investigation and notification.....	60
9.3.3	Data storage .....	60
9.3.4	Data provision.....	60
10	Settlement performance reporting.....	61
10.1	Reporting requirements .....	61
10.2	Site DCM information .....	61
10.3	Settlement accuracy at final settlement .....	61
10.4	System information.....	61
Appendix A – Supplementary tables .....		64
Table A-1	PFEC Application Form .....	64
Table A-2	Business function ID .....	66
Table A-3	Gas distributor ID .....	66
Table A-4	Load settlement agent (LSA) ID.....	66
Table A-5	Meter data manager (MDM) ID .....	66
Table A-6	Zone ID.....	66
Table A-7	DCM status flag codes.....	66
Table A-8	Settlement code transaction status codes.....	66
Table A-9	Transactions timing table.....	77
Appendix B – Transaction Transport Mechanism - VLTrader.....		80

## Figures

Figure 1. Timelines for De-select Retailer Transaction Set.....	53
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## Tables

Table 1. Business process flows and transaction sets required for settlement.....	20
Table 2. Site ID catalogue transaction (SID).....	28
Table 3. Daily cumulative meter consumption transaction (DCM).....	32
Table 4. Wholesale settlement information transaction (WSI).....	33
Table 5. Wholesale settlement summary transaction (WSS).....	34
Table 6. Wholesale settlement details transaction (WSD).....	35
Table 7. Settlement profile value transaction (SPV).....	36
Table 8. Select retailer request transaction (SRR).....	37
Table 9. Select retailer notification transaction (SRN).....	37
Table 10. Notify old retailer transaction (SRO).....	38
Table 11. Update customer information transaction (UCI).....	38
Table 12. Request update to customer information transaction (RUC).....	45
Table 13. Site metering characteristics transaction (SMC).....	46
Table 14. Update site address transaction (USA).....	48
Table 15. Site profile change transaction (SPC).....	49
Table 16. Energize request transaction (ENR).....	49
Table 17. Energize failure transaction (ENF).....	50
Table 18. Energize completion transaction (ENC).....	50
Table 19. De-energize request transaction (DER).....	50
Table 20. De-energize failure transaction (DEF).....	51
Table 21. De-energize completion transaction (DEC).....	51
Table 22. Release CONP lock transaction (RCL).....	52
Table 23. Release CONP lock completion transaction (RCC).....	52
Table 24. De-select retailer transaction (DSR).....	54
Table 25. De-select notification transaction (DSN).....	54
Table 26. Revoke de-select request transaction (RDS).....	55
Table 27. Revoke de-select notification transaction (RDN).....	55
Table 28. Revoke de-energize request transaction (RDR).....	55
Table 29. Request off-cycle meter read transaction (ROR).....	56
Table 30. Request off-cycle meter read completion transaction (ROC).....	56
Table 31. Cumulative metering validation tests.....	59
Table 32. Site DCM information.....	61
Table 33. Settlement accuracy at final settlement.....	61
Table 34. System information.....	62

## 1 Definitions

### 1.1 Key terms

<b>backcast (B1)</b>	Backcast is an estimate of a retailer’s aggregate and per site gas consumption near the end of the gas day using models, actual and forecast temperatures for a gas day and/or automatic meter reading.
<b>business day</b>	A business day has the meaning ascribed to the term “business day” in AUC Rule 021: <i>Settlement System Code</i> , which references the Stakeholder Calendar posted on the Independent System Operator’s website (www.aeso.ca).
<b>code</b>	Code means this Natural Gas Settlement System Code (NGSSC) rules.
<b>Commission</b>	Commission means the Alberta Utilities Commission.
<b>customer</b>	Customer has the meaning ascribed to the term “customer” in Part 2.1 of the <i>Gas Utilities Act</i> .
<b>default supply provider</b>	Default supply provider has the meaning ascribed to the term “default supply provider” in Part 2.1 of the <i>Gas Utilities Act</i> .
<b>distribution zone</b>	Distribution zone refers to all sites within an area defined by the LSA.
<b>final settlement (S3)</b>	Final settlement is the final calculation of settlement for the settlement month.
<b>forecast 1 (F1)</b>	Forecast 1 is the first estimate of a retailer’s aggregate consumption for a gas day based on forecast temperatures.
<b>forecast 2 (F2)</b>	Forecast 2 is the second estimate of a retailer’s aggregate consumption for a gas day based on forecast temperatures.
<b>forecast 3 (F3)</b>	Forecast 3 is the third estimate of a retailer’s aggregate consumption for a gas day based on forecast temperatures.
<b>gas day</b>	A gas day is the 24-hour period starting at 8 a.m.
<b>gas distributor</b>	Gas distributor has the meaning ascribed to the term “gas distributor” in Part 2.1 of the <i>Gas Utilities Act</i> .
<b>initial monthly settlement (S1)</b>	Initial monthly settlement is the first calculation of settlement for the settlement month.
<b>interim settlement (S2)</b>	Interim settlement is the second calculation of settlement for the settlement month.
<b>load settlement agent (LSA)</b>	LSA means the party conducting settlement calculations for a particular distribution zone.
<b>meter data</b>	Meter data is the measurement data associated with a metering point.

<b>meter data manager (MDM)</b>	An MDM is the entity responsible for collecting meter data, correcting and validating interval meter data, storing historic data and reporting consumption data together with corresponding time periods to appropriate parties.
<b>natural gas market participant</b>	Natural gas market participant has the meaning given the term “natural gas market participant” in Part 5 of the <i>Alberta Utilities Commission Act</i> .
<b>profile</b>	A profile is a series of consumption amounts for each interval over a particular time period.
<b>profiling class</b>	A profiling class is a group of sites that will be settled using a common profile.
<b>retailer</b>	Retailer either has the meaning given to the term “retailer” or the term “default supply provider” in Part 2.1 of the <i>Gas Utilities Act</i> , except in those cases where the “default supply provider” and the “gas distributor” are different parts of the same organization and are not required to exchange transactions as per Section 7.1 of this code, in which case the term “retailer” in the <i>Gas Utilities Act</i> is the only one that applies.
<b>retailer of record</b>	The retailer of record is the single retailer (as defined above) that the settlement system recognizes as serving a given site for a given day.
<b>settlement interval</b>	Settlement interval is the time increment at which distinct consumption estimates are calculated by the settlement system.
<b>settlement month</b>	Settlement month is the calendar month for which the initial monthly, interim and final settlement relate to.
<b>settlement-ready data</b>	Settlement-ready data is data that is complete and ready for use in settlement.
<b>settlement system</b>	A settlement system is a computer system and associated operations and interfaces used to determine the energy responsibility at each unit of the settlement interval, for each retailer operating within the distribution zone.
<b>settlement timing</b>	Settlement timing is the frequency at which settlement is calculated and reported to retailers by LSAs.
<b>site</b>	A site is a unique end-use service delivery point. This is the finest level at which settlement recognizes retailer assignments and receives consumption data.
<b>socket</b>	A socket is a point at which consumption is measured and a physical meter is installed. Where the consumption for a site is measured by more than one meter, the multiple measurement points are identified as sockets.
<b>system level</b>	System level means the daily aggregated measurement/estimate of energy into or out of a distribution zone.
<b>unaccounted-for gas (UFG)</b>	UFG is the difference between total system receipt and total system consumption by distribution zone. UFG in the code refers to UFG on gas distribution systems.

## 1.2 Common abbreviations

<b>AUC</b>	Alberta Utilities Commission
<b>B1</b>	backcast
<b>CONP</b>	cut off for nonpayment
<b>DCM</b>	daily cumulative meter consumption transaction
<b>DEC</b>	de-energize completion transaction
<b>DEF</b>	de-energize failure transaction
<b>DER</b>	de-energize request transaction
<b>DSN</b>	de-select notification transaction
<b>DSP</b>	default supply provider
<b>DSR</b>	de-select request transaction
<b>ENC</b>	energize completion transaction
<b>ENF</b>	energize failure transaction
<b>ENR</b>	energize request transaction
<b>F1</b>	forecast 1
<b>F2</b>	forecast 2
<b>F3</b>	forecast 3
<b>ID</b>	identifier
<b>LSA</b>	load settlement agent
<b>MDM</b>	meter data manager
<b>NGSSC</b>	AUC Rule 028: <i>Natural Gas Settlement System Code</i>
<b>PFEC</b>	pre-final error correction
<b>RCC</b>	release CONP lock completion transaction
<b>RCL</b>	release CONP lock transaction
<b>RDS</b>	revoke de-select request transaction
<b>RDN</b>	revoke de-select notification transaction
<b>RDR</b>	revoke de-energize request transaction
<b>ROC</b>	request off-cycle meter read completion transaction
<b>ROR</b>	request off-cycle meter read transaction
<b>RUC</b>	request update to customer information transaction
<b>S1</b>	initial monthly settlement
<b>S2</b>	interim settlement
<b>S3</b>	final settlement
<b>SMC</b>	site metering characteristics transaction
<b>SPC</b>	site profile change transaction
<b>SPV</b>	settlement profile value transaction
<b>SRN</b>	select retailer notification transaction
<b>SRO</b>	notify old retailer transaction
<b>SRR</b>	select retailer request transaction
<b>UCI</b>	update customer information transaction
<b>UFG</b>	unaccounted-for gas
<b>USA</b>	update site address transaction
<b>WSD</b>	wholesale settlement details transaction
<b>WSI</b>	wholesale settlement information transaction
<b>WSS</b>	wholesale settlement summary transaction

## **2 Responsibilities**

### **2.1 Application**

All natural gas market participants are required to comply with this AUC Rule 028: *Natural Gas Settlement System Code Rules* (code).

The following responsibilities are identified for load settlement agents (LSAs), gas distributors and meter data managers (MDMs). These functional distinctions, or others indicated in subsequent sections, identify separate roles, responsibilities and protections in cases where these functions are performed by separate entities. However, in cases where all these functions are performed within the same business entity, these terms are descriptive only, and are not prescriptive of implementation flows within the gas distributor when acting as LSA for its own customers.

### **2.2 Settlement responsibility**

Generally, this code refers to settlement as being a function of the LSA, but the gas distributor is either responsible for performing the LSA function or assigning the function to another business entity, with approval from the AUC.

### **2.3 Profile generation**

Development of profiles is an LSA function. This function includes:

- (1) research sample design and implementation, and
- (2) generation of class profiles based on research data using methods that satisfy the profile generation standards.

### **2.4 Site identification number catalogue**

Maintaining the catalogue of site identification numbers (site IDs), LSA identification numbers (LSA IDs) and service addresses is a gas distributor responsibility.

### **2.5 Responsibility for estimating missing meter readings and consumption amounts**

- (1) When any settlement is calculated and an actual cumulative meter read is absent or an actual cumulative meter read is available but daily usage must be calculated using that read, the LSA shall estimate consumption amounts.
- (2) For a site for which there is no prior consumption history, the gas distributor is responsible for creating the initial estimate of energy consumption in consultation with the retailer. This method applies only to new sites.
- (3) The MDM is responsible for estimating consumption amounts for cumulative meters according to the specific circumstances in Section 9.3.2.

### **2.6 Losses**

- (1) The LSA is responsible for calculating distribution losses and for preparing and filing its annual application for the recovery of losses with the Commission.
- (2) Recovery of losses is in kind through the application of the recovery of the unaccounted-for gas (UFG) percentage to the daily total delivery consumption for each retailer.

### **2.7 Disclosure and protection**

The LSA shall make publicly available (on its website) the procedures and methods used to conduct settlement, including formulas, common parameter values and system-level data. The LSA must also

make available, to individual parties, data specific to those parties. The LSA shall not make publicly available data specific to individual parties.

## **2.8 Retailer of record**

The LSA recognizes only one retailer of record for a particular site on a particular day and the LSA will only allocate energy to the retailer of record.

## **2.9 Estimation and liability for settlement**

Responsibility for conducting forecasts, backcast and initial monthly, interim and final settlements (as described in Section 4.3) is part of the gas distributor's responsibility as the LSA. Gas distributors are not liable for the financial consequences of errors in estimates developed and provided to interested parties as part of their good-faith performance of these tasks.

## **2.10 Request for site ID numbers**

- (1) Retailers must provide a list of the customer's site IDs with the customer's bill or provide the site IDs in an electronic format to the customer at the time of the customer bill.
- (2) Customer requests for the site ID must be responded to within two business days.

## **2.11 Timing of meter reads**

Times refer to times on the prevailing local clock, standard or daylight time depending on the season, using a 24-hour clock. The hours, minutes and seconds 23:59:59 refer to the second before midnight, and the next second is 00:00:00 of the next day.

Each gas distributor has the option of reporting the time of day for meter readings as the actual meter read time or as a consistently deemed meter read time between 00:00:00 and 23:59:59. The same deemed timing will apply to energize and de-energize completions.

### **3 Profiling methods**

#### **3.1 Profile generation methods**

- (1) Acceptable methods:
  - (a) dynamic estimation from research samples,
  - (b) class-specific models, and
  - (c) site-specific interval data.
- (2) The above profiling methods apply to profiling classes used for final settlement. The same profiling methods shall be used for all wholesale settlement details transactions (WSDs).

#### **3.2 Segmentation**

- (1) Each LSA will specify publicly the existing rate classes for which separate research-based profiles may be provided.
- (2) Procedures for creating new profiling classes may be developed in consultation with stakeholders, including gas distributors, retailers and consumers.
- (3) Retailers (or other natural gas market participants) will pay for the costs of creating those profiling classes they request.

## **4 Estimation and settlement calculations**

### **4.1 Unaccounted-for gas (UFG)**

UFG will be recovered in kind from each retailer's/DSP's account, in the amount equal to the gas distributor's UFG rate, times the account daily delivery to retailer's/DSP's customers, rounded to the nearest gigajoule (GJ). The UFG rate is subject to approval by the Commission.

### **4.2 Settlement interval**

Settlement is required at daily intervals.

### **4.3 Estimation and settlement timing**

#### **4.3.1 General comments**

- (1) There are four possible estimation runs for each gas day and three settlement runs for each month. The four estimation runs are: forecast 1 (F1), forecast 2 (F2), forecast 3 (F3) and backcast (B1); the three settlement runs are initial monthly (S1), interim (S2) and final settlement (S3). The specific timing and data requirements for the settlement runs are described below.
- (2) Each initial monthly, interim and final settlement run will use the latest actual usage data that is available. Profiles will be frozen for a month once audited temperature data and residential sample profiles have been loaded. The data load for each month will occur by the fifth business day of the next month. Sites for which a meter reading is not available covering the day to be settled will be estimated for that day.
- (3) LSAs shall publish settlement results only once for each mandated settlement run.
- (4) LSAs may rerun any settlement run.

#### **4.3.2 Estimation runs**

Forecast 1 (F1), forecast 2 (F2) and forecast 3 (F3) are the first, second and third estimates respectively of a retailer's aggregate consumption for a gas day based on forecast temperatures. Backcast (B1) is the estimate of a retailer's aggregate consumption for a gas day based on actual and forecast temperatures and will be provided each day no later than 08:00. If for any reason backcast is not provided for any given day, the retailer is to use the latest forecast for balancing.

#### **4.3.3 Initial monthly settlement**

LSAs will provide initial monthly settlement (S1) results to retailers by 23:59 on the fifth business day after the end of the month being settled.

#### **4.3.4 Interim settlement**

LSAs will provide interim settlement (S2) results to retailers by 23:59 on the 15th business day of the second month following the month being settled.

#### **4.3.5 Final settlement**

LSAs will provide final settlement (S3) results to retailers by 23:59 on the 15th business day of the fourth calendar month following the month being settled.

#### **4.3.6 Data revisions**

Data revisions to date are incorporated at the initial monthly, interim and final settlement runs. No further data changes are incorporated after final settlement. LSAs are not responsible for tracking and storing data versions between initial monthly and interim settlement. If an LSA deems it necessary, a rerun of any settlement run may be undertaken. If a retailer considers a settlement should be rerun, it will indicate this using the PFEC process described in Section 5.2.

#### **4.3.7 Retailer default**

In the event that a retailer defaults, the settlement process is not affected by the default. Settlement will still be calculated for the defaulting retailer until final settlement has occurred.

## 5 Settlement error correction

### 5.1 General

General and specific procedures for dispute resolution among parties directly affected by settlement calculations pursuant to this code are set out below. These procedures may be used for issues that affect only the parties directly involved in the dispute. Other than as expressly allowed hereunder, no party may opt out of specific requirements and procedures herein pertaining to code-related disputes.

### 5.2 Pre-final error correction (PFEC)

#### 5.2.1 Scope

- (1) The purpose of the pre-final error correction (PFEC) process is to establish a formal mechanism to correct eligible errors before final settlement and ultimately to improve settlement results before final settlement.
- (2) Errors which are eligible for correction through the PFEC process are settlement-related errors and meter-related errors. Errors which may be addressed through the PFEC process include, but are not limited to:
  - (a) Energize/de-energize status errors
    - Energize completion transactions (ENCs) <> wholesale settlement details transactions (WSDs)
    - De-energize completion transactions (DECs) <> WSDs
    - Site metering characteristics transactions (SMCs) <> ENCs/DECs <> WSDs
  - (b) Enrolment/de-enrolment errors
    - Select retailer notification transactions (SRNs) <> WSDs
    - Notify old retailer transactions (SROs) <> WSDs
  - (c) Consumption errors
    - Daily cumulative meter consumption transactions (DCMs) <> WSDs
  - (d) Site characteristics
    - Incorrect profile class assigned in the SRN and/or WSD
    - SRN profile class <> WSD profile class
- (3) The lack of a meter read shall not be the basis for a PFEC application.
- (4) The LSA will make an effort to ensure a PFEC application is investigated and any error is corrected prior to final settlement.

#### 5.2.2 PFEC process

- (1) A PFEC may be commenced by a retailer or the LSA upon identification of an error and is initiated by the filing of a PFEC Application Form (see Appendix A, PFEC Application Form).
- (2) A party other than the LSA who files a PFEC Application Form is referred to as an applicant.
- (3) Where the applicant identifies an alleged error, the applicant may submit a PFEC Application Form, with part one completed, to the LSA responsible for the relevant settlement area. The PFEC Application Form shall be submitted via email, in

prescribed format, with all required information. Additional information may be included or attached as deemed necessary by the applicant.

- (4) Where the LSA identifies an alleged error, the LSA may complete part one of the PFEC Application Form and may include or attach additional information as it deems necessary.
- (5) Upon receiving or completing part one of a PFEC Application Form, the LSA shall assign a unique PFEC reference number to the PFEC Application Form for tracking and processing purposes.
- (6) Within two business days of receiving or completing part one of the PFEC Application Form, the LSA shall send a notice of receipt or issuance of the PFEC via email to the retailer.
- (7) The PFEC notice of receipt or issuance email shall:
  - (a) provide the PFEC reference number assigned to the PFEC;
  - (b) advise whether the LSA or the MDM is conducting the investigation; and
  - (c) contain the PFEC Application Form where the retailer is not the applicant.
- (8) In the case of meter-related errors, the LSA shall forward for investigation the PFEC Application Form to the MDM at the same time as it sends the notice as per Section 5.2.2(7).
- (9) Where the MDM receives a PFEC Application Form and disagrees with the LSA's classification of an error as a meter-related error, the MDM shall return the PFEC Application Form to the LSA explaining its reasons for disagreement within two business days of receiving it. The LSA shall then conduct an investigation and may request information from the MDM. The MDM shall provide the requested information to the LSA within two business days of receiving a request.
- (10) In the case of settlement-related errors, the LSA shall undertake an investigation.
- (11) Where the LSA finds that part one of the PFEC Application Form contains deficiencies, such as errors, omissions or incomplete information, and therefore is unable to complete an investigation of the alleged error, the LSA shall advise the retailer via email of the deficiencies within two business days of sending the notice as per Section 5.2.2(7). The investigation may be suspended until the LSA is in receipt of an amended PFEC Application Form addressing all deficiencies to allow the LSA to perform the investigation.
- (12) The retailer shall, upon being notified of the deficiencies, resubmit the PFEC Application Form within two business days to the LSA. All deficiencies shall be addressed in the amended PFEC Application Form which shall include the PFEC reference number originally assigned to it by the LSA as per Section 5.2.2(5).
- (13) Part one of the PFEC Application Form is deemed complete on the date when the LSA receives, to its satisfaction, a PFEC Application Form with any and all deficiencies addressed.
- (14) The LSA or MDM, as applicable, shall review the PFEC Application Form and determine if an error exists and how any error may be corrected. Comments regarding its determination shall be provided in part two of the PFEC Application Form and sent via email to the retailer and to the LSA (if the MDM is performing the investigation).
- (15) Determinations on settlement-related errors shall be issued and all applicable errors shall be corrected within five business days after part one of the PFEC Application Form is deemed complete by the LSA.

- (16) Determinations on metering-related errors shall be issued and all applicable errors shall be corrected within 20 business days after part one of the PFEC Application Form is deemed complete by the LSA.
- (17) If the LSA or MDM, as applicable, is unable to meet the deadlines specified in sections 5.2.2(15) and (16), the investigating party must communicate to the retailer the date by which the retailer can expect the corrections to be made. An extension to the deadlines specified in sections 5.2.2(15) and (16) shall not exceed 20 business days.
- (18) Where the MDM is the investigating party and requires an extension of time pursuant to Section 5.2.2(17), it shall also notify the LSA of the date by which the retailer can expect the corrections to be made.
- (19) The LSA shall include any error correction arising from a PFEC Application in the next settlement run.

### **5.3 Dispute resolution process**

#### **5.3.1 Initiation of general dispute resolution**

- (1) Each of the parties discharging functions and responsibilities under the code shall designate a contact person within its organization to administer disputes pertaining to code matters; preferably, such person will have authority sufficient to resolve normal-course business disputes. The identity and contact information for each designated person shall be made known to all other relevant parties on an ongoing basis.
- (2) Communications around disputes shall involve those contact persons designated by each of the relevant parties, as set out above. The relevant designated persons shall make their reasonable best efforts to have the dispute handled in a timely and effective manner, involving such other persons within their organization as needed to facilitate resolution efforts on the foregoing basis.
- (3) At such time as any of the parties to a dispute has determined that efforts to resolve the dispute by discussion have failed, that party may at its discretion serve a notice of dispute upon the other parties to the dispute, and upon other affected parties, in accordance with other provisions set out below.
- (4) The notice of dispute shall be as set out in Section 5.3.2(a) below. The notice of dispute will be sent with a cover letter setting out, in the opinion of the originating party, the status of the related dispute and a summary of efforts to resolve the dispute.
- (5) On or about 20 business days, and not later than 30 business days, following the service of the notice of dispute on the other parties, each party to the dispute shall communicate to the AUC in writing a status update on the resolution of the dispute, including efforts taken since the service of the notice of dispute to resolve outstanding issues and further efforts contemplated.

#### **5.3.2 Notice of dispute**

- (1) The notice of dispute, as per Section 5.3.1(4), shall be in writing, setting out the following in detail:
  - (a) The basis for the dispute, including a summary of factual basis for dispute, related argument and references to relevant provisions of the code.
  - (b) A statement that the party filing the notice of dispute agrees to abide by the dispute resolution process set out in the code in relation to notice of dispute matters.
  - (c) The names and addresses of parties to whom the notice of dispute is being delivered.

- (d) The contact address, including street address, telephone and fax numbers, and contact person for the purposes of notice of dispute.
- (2) The notice of dispute may also include such other supporting documentation as the disputing party deems necessary.
- (3) The notice of dispute must be signed by the party submitting it; in the case of a corporation, partnership or other organization, the notice of dispute must be signed by a duly authorized representative of the disputing party.
- (4) The notice of dispute may be rejected by the LSA and considered closed where it does not include the information required by sections 5.3.2(1)(a) through (d) inclusive, or is not duly signed.
- (5) The notice of dispute must be delivered in person, by registered mail, email or facsimile transmission, or by some other means of provable delivery, to the LSA and to any other parties directly affected by the matters of the notice of dispute. The notice of dispute shall also be concurrently delivered to the AUC. Onus for proof of service of the notice of dispute on the LSA, AUC and other relevant parties rests with the party filing such notice of dispute.
- (6) Where a notice of dispute has been rejected by the LSA pursuant to Section 5.3.2(4), the LSA shall, in writing, advise the party who filed the notice of dispute, the AUC and all other parties shown on the notice of dispute, of its rejection and of the reasons for such rejection immediately.

### **5.3.3 Discussions and negotiations between the parties with the option to include mediation**

- (1) Upon delivery of a notice of dispute in prescribed form and content, the relevant parties, including the disputing party, the LSA (or other investigating party), and other affected parties, shall attempt to resolve the dispute through discussion and negotiation.
- (2) Mediation may be entered into by the parties on such terms and conditions and involving such mediator as the relevant parties may agree to. The costs of the mediation shall be shared between the parties as agreed.
- (3) Only the parties and their representatives may attend mediation proceedings unless the parties and the mediator (as applicable) agree to the participation of other specified parties. Unless otherwise agreed by all parties, the discussions, negotiations and mediation between the parties in relation to the notice of dispute shall be conducted on a confidential and without prejudice basis to encourage open dialogue between the parties.
- (4) All information disclosed to the mediator by the parties or others in the course of mediation and identified as confidential will not be divulged by the mediator except within the mediation. All documents received by the mediator in the mediation shall be held confidential by the mediator, and the mediator shall not be compelled by any party to divulge such documents or to act as a witness in regard to the mediation in any subsequent proceedings of any nature.
- (5) Where the negotiations or mediation result in an agreement between parties, a copy of the executed agreement shall be filed with the Commission for approval before implementation. Parties must also provide the Commission with a copy of the documentation prepared pursuant to Section 5.3.2 along with a summary outlining the material terms of the agreement.

### **5.3.4 Dispute brought forward to the Commission**

- (1) After the expiry of 20 business days immediately following the delivery of the notice of dispute to the LSA and other relevant parties, any unresolved disputes under

Section 5.3.3 or any agreements that are not approved by the AUC under Section 5.3.3(5), shall be referred to the Commission for resolution in the form of an application to the Commission for a decision on the dispute.

## 6 Functional requirements of the settlement calculation

The sections below define the required inputs and outputs of settlement. These sections do not dictate how settlement algorithms or calculations should be implemented. Any implementation approach that produces outputs mathematically equivalent to the outputs defined below is acceptable.

### 6.1 Profile freeze dates

Class profiles for a settlement month are frozen once audited temperatures and research sample data have been loaded into the settlement system for that month. This will occur prior to the running of the initial monthly settlement (S1). Once the profiles have been calculated using the above specified data, they are frozen and will not be recalculated on subsequent settlement runs.

### 6.2 Assumptions

These calculation formulas assume that:

- (1) Switch of a retailer will not necessarily be accompanied by a meter read on the same day.
- (2) There are missing cumulative meter read consumption values in the settlement input database due to variations in cumulative meter reading frequency.

### 6.3 Settlement inputs and outputs

#### (1) Inputs

(a) Inputs to the settlement system include the following:

(i) Information on each site to be settled, including:

- retailer enrolment information, energized status and other daily site attributes
- site-level consumption information (DCMs)
- daily usage information for demand-metered sites

(ii) Profile data (model coefficients and variables, and research samples)

(iii) Daily weather data: forecast, actual and audited.

(b) The standard external transactions, as described in Section 8, identify the critical information that must be transferred between external parties to support the settlement process. Individual LSAs may require additional inputs to support their specific methods of performing the settlement function.

#### (2) Outputs

The standard external transactions, as described in Section 8, identify the critical information that must be transferred between external parties to support the settlement process.

### 6.4 Required settlement reports

Settlement data will be reported to each retailer through the wholesale settlement information transaction (WSI), WSD and wholesale settlement summary transaction (WSS). WSI transactions contain retailers' site consumption for each day summed by distribution zone. The WSD transactions contain daily usage for each site by day for all sites enrolled. The WSS transactions contain monthly aggregated consumption by retailer and distribution zone. Each retailer will receive WSD, WSI and WSS files specific to its enrolled sites.

## 7 Information exchange

### 7.1 Business transactions

- (1) The transaction sets required to support settlement processes are listed in Table 1. Transactions sets for which standard content or electronic transmittal is required are indicated by checkmarks in the third and fourth columns of the table, respectively. Universal standards for electronic and standard content transactions as well as detailed transaction content are provided in Section 8.
- (2) The transaction standards are required for data exchange between separate organizations or companies. However, where separate functions are performed by different parts of the same organization, such as MDM and LSA functions within the gas distributor, adherence to these transmittal standards is not required for transactions between these functional areas. Adherence to the standards is required for transactions between the bundled organization and any external parties.

**Table 1. Business process flows and transaction sets required for settlement**

Transaction Set	Transaction	Standard Content Required?	Electronic Transmittal Required?
<b>Select retailer</b>			
	A. Select retailer request (SRR)	✓	✓
	B. Select retailer notification (SRN)	✓	✓
	C. Notify old retailer (SRO)	✓	✓
<b>Update customer information</b>			
	A. Update customer information (UCI)	✓	✓
	B. Request update customer information (RUC)	✓	✓
<b>Energize site</b>			
	A. Energize request (ENR)	✓	✓
	B. Energize failure (ENF)	✓	✓
	C. Energize completion (ENC)	✓	✓
<b>De-energize site</b>			
	A. De-energize request (DER)	✓	✓
	B. De-energize failure (DEF)	✓	✓
	C. De-energize completion (DEC)	✓	✓
	D. Revoke de-energize request (RDR)	✓	
	E. Release CONP lock (RCL)	✓	✓
	F. Release CONP lock completion (RCC)	✓	✓
<b>Request off-cycle meter read</b>			
	A. Request off-cycle meter read (ROR)	✓	
	B. Request off-cycle meter read completion (ROC)	✓	
<b>De-select retailer</b>			
	A. De-select request (DSR)	✓	✓
	B. De-select notification (DSN)	✓	✓
	C. Revoke de-select request (RDS)	✓	✓
	D. Revoke de-select notification (RDN)	✓	✓
<b>Update site information</b>			
	A. Update site address (USA)	✓	✓
	B. Site metering characteristics (SMC)	✓	✓
	C. Site profile change (SPC)	✓	✓
<b>Provide consumption data</b>			
	A. Daily cumulative meter consumption (DCM)	✓	✓

Transaction Set	Transaction	Standard Content Required?	Electronic Transmittal Required?
<b>Provide wholesale settlement data</b>			
	A. Wholesale settlement information (WSI)	✓	✓
	B. Wholesale settlement summary (WSS)	✓	✓
	C. Wholesale settlement details (WSD)	✓	✓
	D. Settlement profile value (SPV)	✓	✓

## 7.2 Transaction transport method

- (1) The Internet is the transport mechanism for electronic data exchange.
- (2) Each participant must exchange data securely in files formatted using comma separated values (CSV format).
- (3) Appendix B identifies the current transport mechanism used by natural gas market participants.

## 7.3 Enrolment mechanics

- (1) Sites can switch retailers no more than once per day. All site switches occur at midnight.
- (2) The first switch request received by a gas distributor and made effective for a site for a particular day determines the site assignment from that day until the next effective switch. For example, if a switch request for the same site is received on the same day at 13:00 from retailer one and at 14:00 from retailer two, retailer one is assigned the site effective on the next day.
- (3) The retailer shall manage the enrolment queue and shall send the enrolment request transactions to the LSA only on the calendar day prior to the desired effective date.
- (4) Enrolments can occur on any calendar day, regardless of holidays or non-working days.
- (5) All enrolment requests shall be processed to be effective at midnight following the receipt of a valid enrolment request. For example, if the enrolment is received at 23:00 on July 21, the enrolment, provided the transaction is valid, will be effective at 00:00 on July 22, one hour later.
- (6) The LSA shall process enrolment requests on the day of receipt as follows:

Notification of a site switch shall be provided to the new retailer, the retailer of record on the day preceding the switch, the gas distributor and the MDM in accordance with the following:

- (a) Ninety per cent of the enrolment requests received between 07:00 and 15:00 each day will be responded to within two hours, with the remaining 10 per cent being responded to within four hours. This standard shall be based on the total number of enrolment requests received by each LSA from all retailers on a calendar day basis.
  - (b) If an enrolment request is received after 15:00, there is no guarantee of notification prior to 09:00 the following day. The enrolment request will still be processed by the LSA.
  - (c) An exception to the performance standard stated in subsection (a) above shall be permitted for scheduled maintenance or for other reasons that are specifically approved by the AUC, not to exceed two non-consecutive calendar days per calendar month.
- (7) Erroneous enrolment
    - (a) When a retailer enrolls a site erroneously, that retailer shall notify the LSA of the error within one business day of the discovery of the error.
    - (b) When the LSA discovers that a retailer has potentially enrolled a site in error (due to site ID/address mismatch or any other reason), the LSA shall notify the retailer(s) affected within one business day of the discovery of the potential error. The retailer(s)

shall investigate whether the site ID/address was enrolled in error and respond to the LSA within five business days, confirming or denying that the site was enrolled in error.

- (c) The LSA shall confirm the receipt of the notification per subsection (a) above or confirmation per subsection (b) above from the retailer.
- (d) The LSA shall contact the previous retailer within one business day from the receipt of notification (a) or confirmation (b) from the retailer responsible for the accidental enrolment.
- (e) The previous retailer shall re-enrol the site within three business days from the date of notification from the LSA.
- (f) Compliance with subsection (a) or (b) above does not preclude the retailer from de-selecting the site at any time during this process.

#### **7.4 Changes in profiling class**

- (1) If the LSA changes a site's profiling class, the LSA must notify the retailer. The LSA shall make a best effort to provide the notification in advance of the profile class change. However, the LSA will not attempt to synchronize the notification with enrolment. The means of notification is the site profile change transaction (SPC).
- (2) For changes in profiling class in response to a retailer request, no standard transaction is required either for receiving the request or notifying the retailer of the change.

#### **7.5 Site ID retirement**

- (1) A gas distributor shall retire a site ID when a site is salvaged. Salvage occurs when the piping and other apparatus are removed from the site such that no gas services can be supplied to the site.
- (2) When a site ID is retired, the gas distributor shall disassociate the site from the retailer of record. The gas distributor shall notify the retailer that it is no longer the retailer of record for that site using the notify old retailer transaction (SRO).
- (3) When a site ID is retired, the gas distributor shall ensure that the site ID can no longer be enrolled.
- (4) The gas distributor shall not reuse site IDs.
- (5) The gas distributor shall purge the site ID from its catalogue within the refresh time specified in Section 8.4.6.12(3).

## 8 Information exchange standards

### 8.1 Purpose

- (1) The purpose of this Section 8 is to define the electronic and non-electronic information exchange standards for the business transactions. In addition to defining the format and contents of each transaction, universal standards that govern all transactions are specified.
- (2) The standards are intended to be as specific as practical to facilitate data exchange among natural gas market participants. At the same time, it may turn out in the course of system implementation that certain details require adjustment for practical reasons. These specifications may be revised if the need for such adjustment becomes clear.

### 8.2 Scope

The scope of this documentation is limited to the electronic and standard content transactions in Table 1 of Section 7.

### 8.3 Revisions

Revisions to these information exchange standards, including both additions and changes, may be made by the Commission in consultation with stakeholders.

### 8.4 Universal standards

#### 8.4.1 Directory structure

The directory structure for the electronic files is dependent upon the transaction transport method.

#### 8.4.2 File naming convention

- (1) All transactions of the same type for a period (usually one day) are to be placed in a single CSV format file. The standard file naming convention is:

TRX\_From\_To\_YYYYMMDDHHMISS.CSV or  
TRX\_From\_To\_YYYYMMDDHHMISS.csv

where,

TRX	Three-letter abbreviation for the transaction name (e.g. “SRR”). The three letters must be in upper case format.
From	ID of the sender, either gas distributor ID, retailer ID or settlement ID
To	ID of the receiver, either gas distributor ID, retailer ID or settlement ID
YYYYMMDD	Date the file was created
HHMISS	Time the file was created on a 24-hour clock.

- (2) In the case where the file has no single recipient, such as the settlement profile value transaction (SPV), the “To\_” may be omitted from the file name. The file name would be as follows:

TRX\_From\_YYYYMMDDHHMISS.CSV or  
TRX\_From\_YYYYMMDDHHMISS.csv

- (3) For transactions with a Transaction Status Code field, a response file (a mirrored-back transaction file) may be delivered to the sender. Its purpose is to notify the sender of any errors in individual transactions. The file naming convention for the response files would be as follows:

TRX\_From\_To\_YYYYMMDDHHMISSR.CSV or  
TRX\_From\_To\_YYYYMMDDHHMISSR.csv

#### **8.4.3 Universal transaction contents**

All transactions contain the following field or elements:

- (1) Transaction abbreviation (three-character abbreviation that must be in upper case letters).
- (2) Identification of the sender (retailer ID, gas distributor ID or LSA ID).
- (3) Identification of the recipient (retailer ID, gas distributor ID or LSA ID).
- (4) Transaction date and time (the Transaction Date Time field in all transactions contains the latter of the time the transaction was created or last modified).

#### **8.4.4 Optional fields**

The optional fields specified in the electronic transactions are applicable to both the sender and receiver. Either the sender or the receiver may choose to use them unless otherwise specified.

#### **8.4.5 Data-type definitions**

##### **8.4.5.1 Char(x)**

Fixed-length character always **x** characters in length.

“ABC” is an example of Char(3).

##### **8.4.5.2 Varchar(x)**

**x** designates the maximum number of characters.

“A” and “ABC” are both examples of Varchar(3).

##### **8.4.5.3 Number(p,s)**

Number with **p** digits of precision and **s** digits to the right of the decimal (scale).

“123456.78” is an example of Number(8,2).

#### **8.4.6 Standard fields**

This section contains common fields that may appear in many transactions.

##### **8.4.6.1 Date and date time format**

The standard date time format has been defined as:

YYYYMMDDHHMISS

where,

YYYY four-digit year (e.g. 1999)  
MM two-digit numeric month between 01 and 12 inclusive (e.g. 09)  
DD two-digit numeric day between 01 and 31 inclusive (e.g. 03)  
HH hour on a 24-hour clock 00 to 23 (e.g. 22)  
MI minutes 00 to 59 (e.g. 02)  
SS seconds 00 to 59 (e.g. 09)

For example, 19990903220209 is September 3, 1999 at nine seconds after 10:02 p.m.

The standard date format has been defined as:

YYYYMMDD

where,

YYYY four-digit year (e.g. 1999)  
MM two-digit numeric month between 01 and 12 inclusive (e.g. 09)  
DD two-digit numeric day between 01 and 31 inclusive (e.g. 03)

For example, 19990903 is September 3, 1999.

#### 8.4.6.2 Telephone number format

The standard telephone format has been defined as:

AAANNNNNNNXXXX

where:

AAA area code  
NNNNNNN telephone number  
XXXX extension (if any)

#### 8.4.6.3 Time conventions

##### (1) Clock time

Times refer to times on the prevailing local clock, standard or daylight time depending on the season.

##### (2) Daylight saving time conversion

Clock adjustments for daylight saving time are carried out using the convention that the clock is set to the new time system at the instant prior to 02:00:00 and 02:00:00 on the old time system never occurs. In the spring, the clock changes from 01:59:59 MST to 03:00:00 MDT. In the fall, the clock changes from 01:59:59 MDT to 01:00:00 MST.

#### 8.4.6.4 ID assignments

A unique ID will be set up for each business function within the gas distributor. The gas distributor will have a three-digit number ID prefixed with a "0," the LSA will have a three-digit number ID prefixed with a "1" and the MDM will have a three-digit number ID prefixed with a "2."

#### **8.4.6.5 Retailer and business function IDs**

(1) Retailer ID

The retailer ID is a nine-digit number that uniquely represents each retailer operating within Alberta (e.g. 123456789).

(2) Business function ID

Business function ID codes and processing rules must be interoperable. Business rules may vary from participant to participant. While failures may result from business rule violations, transactions should not fail due to implementation logic. If the Business Function ID field is not used by the LSA, it may be ignored when received in transactions from a retailer, but a file may not be rejected for this reason. The business function ID codes are shown in Appendix A.

#### **8.4.6.6 Gas distributor ID**

(1) A four-digit number uniquely represents each gas distributor operating within Alberta.

Refer to the gas distributor ID table in Appendix A.

#### **8.4.6.7 Load settlement agent (LSA) ID**

(1) A four-digit number uniquely represents each LSA operating within Alberta.

(2) The LSA ID is required in transactions as a verification check for the LSA. The LSA will only process files where the LSA ID is equal to its own.

Refer to the LSA ID table in Appendix A.

#### **8.4.6.8 Meter data manager (MDM) ID**

(1) A four-digit number uniquely represents each meter data management company operating within Alberta.

(2) The MDM ID is required on transactions to inform the receiver of the data the party responsible to read the meter. This becomes important in zones that have multiple MDMs or in the case where an LSA is settling multiple zones.

Refer to the MDM ID table in Appendix A.

#### **8.4.6.9 Zone ID**

A four-digit number uniquely represents each gas distribution zone. The ID is assigned by the LSA. Refer to the Zone ID table in Appendix A.

#### **8.4.6.10 Site ID**

(1) A site ID possesses the following characteristics:

- (a) A site ID can be enrolled by a retailer.
- (b) Consumption is allocated at the site ID.
- (c) Settlement occurs at the level of site ID.

- (2) A check digit is required to minimize the possibility of entering an incorrect site ID (for example, transposition errors on the part of the retailer). This check digit is a calculated number placed into the site ID.
- (3) Adding the gas distributor ID eliminates the requirement for provincial administration of the site IDs. The gas distributor ID does not have any meaning other than to support the creation of uniqueness across the province. For instance, if a gas distributor was sold to another gas distributor, the new gas distributor would have to retain the existing site IDs.
- (4) Site ID format:

GasdistributorID99999999Chk

where,

Gas distributor ID	Gas distributor ID (e.g. 0001).
99999999	Eight numbers identifying a site, and each gas distributor can administer as they see fit.
Chk	Single check digit formed as a Mod 9 of the prior numbers. Mod 9 will provide a check digit value of 0 through 8.

- (5) Check digit calculation example:

Sum the following numbers:

Digit 1 (left to right) of the Site ID x 1  
 Digit 2 (left to right) of the Site ID x 2  
 Digit 3 (left to right) of the Site ID x 3  
 ...  
 Digit 12 (left to right) of the Site ID x 12

Using a sample of 001085434216

The check digit is

0	1x0
0	2x0
3	3x1
0	4x0
40	5x8
30	6x5
28	7x4
24	8x3
36	9x4
20	10x2
11	11x1
72	12x6
----	
264	

264 / 9 remainder 3

Check digit = 3

Full number is 0010854342163

#### 8.4.6.11 Socket ID

A site ID may have multiple meters associated with it. When this occurs, a socket ID number is assigned to the individual measurement points that combined make up the site.

The socket ID is an eight-digit number.

#### 8.4.6.12 Site ID catalogue transaction (SID) — process rules and content

- (1) The SID is an electronic file in CSV format. No commas are permitted within a field.
- (2) Abbreviations used in addressing schemes follow the English-language version of Canada Post standards.
- (3) The SID file is to be refreshed weekly at a minimum.
- (4) Transport/delivery is at the discretion of each gas distributor.
- (5) Gas distributors have an obligation to provide a site ID and location information for all sites to which they provide delivery services in the SID file format. Requests for site IDs that are not in the site ID catalogue must be responded to by the gas distributor by the end of the next business day.
- (6) A gas distributor may use multiple methods to identify a location, but at least one of the addressing schemes must be populated in enough detail so as to disclose the location of the site. For example, if an apartment number exists as a part of the urban addressing scheme, it is required to be provided. That is, a gas distributor may choose the urban addressing scheme, the rural addressing scheme, or the legal addressing scheme, and must provide all of the information within that scheme that is normally required to identify the site's location. If information is available to populate more than one addressing scheme for the same site, gas distributors may do so.

**Table 2. Site ID catalogue transaction (SID)**

Sequence		Process Requirement	Field	Data Type/Size	Description
1	Basic Site Info. (Fields 1 through 7)		Transaction Abbreviation	"SID"	Abbreviation for the transaction name
2			Transaction Date Time	Date time format	Latter of the time the transaction was created or last modified
3			MDM ID	MDM ID format	MDM for the site
4			Gas Distributor ID	Gas distributor ID format	Gas distributor for the site (sender)
5			LSA ID	LSA ID format	LSA for the Site
6			Site ID	Site ID format	See definition in Universal Standard section of this document
7				Municipality	Varchar(50)
8		Optional within the scheme	Unit Definer	Varchar(15)	Used to define individual units where no unit number exists, e.g. "BACK," "BASEMENT"
9		Optional within	Unit Number	Varchar(6)	Apartment number, etc.

Sequence		Process Requirement	Field	Data Type/Size	Description
	Urban Addressing Scheme (Fields 8 through 16)	the scheme			
10		Required within the scheme	House Number	Varchar(6)	
11		Optional within the scheme	Street Pre-Direction	Varchar(2)	Standard direction codes (N, W, SW, etc.) which appear in front of the street name, e.g. "W Georgia ST"
12		Required within the scheme	Street Name	Varchar(50)	If street name is a number, include the digit, not the spelled out name
13		Optional within the scheme	Street Type Code	Varchar(8)	Valid Canada Post codes are required
14		Optional within the scheme	Street Direction	Varchar(2)	Standard direction codes (N, W, SW, etc.) which appear after the street name, e.g. "Millwoods RD W"
15		Optional within the scheme	City Quadrant	Varchar(2)	Standard direction codes (N, W, SW, etc.) which designate a quadrant of a city
16		Optional within the scheme	City/Town Name	Varchar(30)	Usual name of the city, town, village, etc.
17	Rural Addressing Scheme (Fields 17 through 25)	17 OR 19 required within the scheme	Legal Subdivision Code (LSD)	Varchar(2)	Sections are divided into four quarters or into 16 legal subdivisions. They are numbered from 1 to 16.
18		Optional within the group if 16 used, otherwise not used	LSD Quadrant	Varchar(1)	LSDs are divided into four quadrants: A,B, C and D
19		17 OR 19 required within the scheme	Quarter Section Code	Varchar(2)	Quarters divide each section into four pieces: NE, NW, SE, SW. This field may optionally be used for: "RL" River lot "SL" Settlement lot or "SV" Summer village
20		Optional if 19 used, otherwise, not used	Lot	Varchar(6)	A lot number to identify a lot within a Quarter Section Code (of RL, SL or SV).
21		Required within the scheme	Section	Number(2)	Sections are divided into four quarters or into 16 legal subdivisions. They are numbered from 1 to 36.
22		Required within the scheme	Township	Number(3)	Townships are numbered from south to north starting at the U.S. border. They are numbered from 1 to 129 and 141. Each township is six miles (~10 kilometres) wide.
23		Required within the scheme	Range	Number(2)	Ranges are numbered from east to west starting from each meridian. They are numbered 1 to 34. Each range is six miles (~10 kilometres) wide.
24		Required within the scheme	Meridian	Varchar(1)	A meridian defines a block of land between an east and west boundary. For Alberta, the meridian is 4, 5, 6 with 4 being the Saskatchewan border, 5 running just east of the Calgary Airport and 6 being just east of Jasper. The "W" is implied.
25	Optional within the scheme	Rural House Number	Varchar(4)	This is sometimes used in First Nations Reserves to identify unique residences within the rural scheme.	
26	Legal Addressing Scheme (Fields 26 through 29)	Required within the scheme	Lot	Varchar(6)	Defines a lot within a city block
27		Optional within the scheme	Lot Range ID	Varchar(5)	
28		Required within the scheme	Block	Varchar(5)	Defines a city block within a plan
29		Required within the scheme	Government Plan ID	Varchar(8)	For urban areas, a plan defines an area within a city, usually a community

Sequence		Process Requirement	Field	Data Type/Size	Description
30	Optional (Fields 30 through 33)		Area Name	Varchar(20)	Oilfield name, subdivision name, etc.
31			Cluster Correlation Key	Number(6)	Optional. Identifies a grouping of sites which are normally handled jointly with regards to enrolment.
32			Unformatted Address	Varchar(65)	Address information that does not fit Canada Post standard rules.
33			Site Reference	Varchar(50)	Supporting helpful information
34			Micro-generator Indicator	Char (1)	"N" – Micro-generator does not exist for gas
35			Tariff Rate Code	Varchar(20)	Gas distributor's tariff rate code for the site
36			Meter Number	Varchar(20)	If the site has a meter installed, this field is mandatory; otherwise [null]. Identifies the meter number currently at the site.

## 8.5 Transaction principles

### 8.5.1 Rejected by transaction not by file

Only transactions that fail validation are rejected, not the entire file. The sender is notified by reason code for each failed transaction. If the file is corrupted, the complete file will be rejected. The receiver will notify the sender of problems on a per transaction basis as soon as practical.

### 8.5.2 No header information

To simplify file loading procedures, transaction files are to be defined without header information.

### 8.5.3 Transaction will not contain additional fields for custom use

To keep the transactions standard, fields can only be added or removed if approved by the Commission in consultation with stakeholders.

### 8.5.4 Transactions will not contain descriptive fields

- (1) To prevent potential misuse and to limit the complexity of transaction creation, descriptive fields are not allowed. For example, field "Other Reject Reason Description – Varchar(80)" is not allowed.
- (2) The following transactions and specific fields are exempt from this principle:
  - (a) ENR - Message to Gas Distributor field.
  - (b) DER - Message to Gas Distributor field.
  - (c) ROR - Meter Access Instructions field.
  - (d) ROC - Off-cycle Incomplete Reason field.

### 8.5.5 Transaction file contents

No more than one transaction type will be contained in a file.

## 8.6 Provincial standard transactions

The following transactions are standard in content, packaging and delivery method. They must be delivered in CSV format via the Internet. Additional delivery methods may be built as long as this method is supported.

### 8.6.1 Provide current consumption data from MDM

Retailers are to receive metering data at the site level, unless they have a bilateral agreement with the MDM to provide the totaled data at the socket level. Settlement settles at the site level and is to receive the metering data at the site level.

#### 8.6.1.1 Daily cumulative meter consumption transaction (DCM) — process rules and content

##### (1) DCM date time usage:

- (a) The Transaction Date Time field of the DCM shall be populated with the later of the time the transaction was created and the time it was last modified.
- (b) The Current Reading Date Time field of the DCM shall be populated with actual or deemed values, at the discretion of the MDM. If a deemed value is used, the time must be within 24 hours of the actual read.
- (c) The Last Reading Date Time field of the DCM must be identical to the Current Reading Date Time field of the prior DCM for the same site except when the energize status of a site has changed.
- (d) There must be a difference between the Last Reading Date Time field of a DCM transaction and the Current Reading Date Time field of the same DCM transaction.
- (e) Gaps between the Last Reading Date Time field of a DCM transaction and the Current Reading Date Time field of the prior DCM transaction are only permitted when a site is in a de-energized state.
- (f) The Last Meter Dial Reading field of a DCM transaction must be identical to the Current Meter Dial Reading field from the prior DCM transaction, when the meter is unchanged.

##### (2) DCM rejection rules

###### (a) Tests

Notwithstanding file or format errors, an LSA may only reject a DCM record on the basis of:

- (i) overlaps
- (ii) negative usage

###### (b) Rejection process

###### (i) LSA overlaps and negative usage errors

- When the LSA rejects a DCM due to the conditions identified in Section 8.6.1.1(2)(a), the LSA shall notify the MDM within two business days of excluding the DCM from settlement.
- Only the records rejected on the basis of file or format errors will be returned using the same file name under which it was

received but with an appended “R”. Each rejected record will contain the reason for the rejection of that record in the Transaction Status Code field.

- When a DCM is rejected and the rejection reason in the Transaction Status Code field is for one of the tests in Section 8.6.1.1(2)(a), the MDM shall send a cancel DCM as per Section 8.6.1.1(3) within one business day to the LSA and retailers.

(ii) Retailer rejection process for content errors

- Retailers shall notify the LSA for all errors other than file or format errors.

(3) DCM cancellation

(a) Single DCM cancellation

(i) The MDM will indicate specifically which record to cancel by sending a cancellation DCM indicated by “CA” in the Record Status field. All cancellation DCM fields should match exactly to the DCM to be cancelled except for the following fields:

- Transaction Date Time
- Record Status
- Transaction Status Code

(ii) Records with a “CA” status should appear first in every file.

(iii) A DCM transaction that is generated from two valid meter reads shall not be cancelled and replaced after final settlement unless one of the two meter reads that feed into the DCM is considered invalid according to Measurement Canada’s guidelines.

(b) Multi-DCM cancellation

(i) Multi-DCM cancellation will be used at the discretion of the MDM, where a single DCM cancellation may not resolve the issue.

(ii) Multi-DCM cancellation will only be used for replacement of data for a specific site, and not for multiple sites.

(iii) Where a site is made up of multiple sockets, all are cancelled and replaced as stated above.

(c) DCM status flags

Refer to Table A-7 DCM status flag codes in Appendix A.

(4) DCM provision during retailer switch

Where no meter reading exists at the time a site with a cumulative meter switches retailers, the MDM shall provide the next actual meter read that becomes available to all retailers that served the site since the previous actual meter read.

**Table 3. Daily cumulative meter consumption transaction (DCM)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	“DCM”	Abbreviation for the transaction name
2	Transaction Date	Date time format	Later of the time the transaction was created or last modified

Sequence	Field	Data Type/Size	Description
	Time		
3	MDM ID	MDM ID format	Sender (MDM responsible to read the meter)
4	Retailer ID	Retailer ID format	Recipient (retailer currently associated to the site)
5	Business Function ID	Varchar(2)	Optional at the discretion of the gas distributor
6	LSA ID	LSA ID format	Recipient (LSA responsible to settle the energy consumption within the zone)
7	Site ID	Site ID format	See definition in Universal Standard section of this document
8	Socket ID	Socket ID format	See definition in Universal Standard section of this document
9	Meter Number	Varchar(20)	Meter number
10	Energy Usage	Number(12,4)	GJ consumption for period
11		[null]	Not used for gas
12	Max Active Demand	Number(8,2)	Highest 24-hour energy consumption within the reading period
13	Last Reading Date Time	Date time format	Date and time of the last reading
14	Current Reading Date Time	Date time format	Date and time of the current reading
15	Last Meter Dial Reading	Number(10)	The previous dial reading taken from the meter
16	Current Meter Dial Reading	Number(10)	The current dial reading taken from the meter
17		[null]	Not used for gas
18		[null]	Not used for gas
19	Billing Multiplier	Number(14,9)	Billing multiplier used to convert the readings to usage
20	Energy Usage Status	Char(2)	Describes the type of meter reading - refer to Table A-8 in Appendix A, DCM Status Flag Codes
21		[null]	Not used for gas
22	Active Demand Status	Char(2)	Describes the type of meter reading - refer to Table A-8 in Appendix A, DCM Status Flag Codes
23	Record Status	Char(2)	"CA" – Cancelled. This code indicates that the receiver should cancel their version of this exact record. Sending this record eliminates confusion over the replacement record, especially when the replacement record may not cover the same period as this cancelled record.
24	Transaction Status Code	Char(4)	Used by the recipient to notify the sender of problems with the transaction. When using transaction status codes, the codes in Appendix A must be used.

## 8.6.2 Wholesale settlement data transfers

### 8.6.2.1 Wholesale settlement information transaction (WSI) — process rules and content

- (1) WSIs that are sent to retailers are sent to the specific retailers only.

**Table 4. Wholesale settlement information transaction (WSI)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"WSI"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	LSA ID	LSA ID format	Sender
4		[null]	Not used by gas
5	Retailer ID	Retailer ID format	Recipient
6	Business Function ID	Varchar(2)	Optional at the discretion of the LSA
7	Zone ID	Zone ID format	Distribution zone
8	Client Distributor	Number(4)	Recipient

Sequence	Field	Data Type/Size	Description
9	Settlement Run Date Time	Date time format	Date and time settlement was initiated. This date does not indicate which data was used by the settlement run.
10	Settlement As At Date Time	Date time format	Date and time that all data used by this settlement run was in the settlement system. Supports reproducibility of settlement at a later time than the original settlement run. This allows the same data to be used regardless of how many times a run is performed.
11	Settlement Type	Char(2)	"F1," "F2," "F3," "B1," "S1," "S2" or "S3" for forecast 1, forecast 2, forecast 3, backcast, initial monthly, interim or final settlement runs respectively
12	Audited Temperature End Date	Date time format	The audited temperature date at the time of the settlement run
13	Settlement Interval Start Time	Date time format	Date and start time of the interval the settlement data is for. This will be the start of the gas day at 08:00.
14	Interval Period	Number(4)	Number of minutes in the interval period. (Number of minutes in the gas day.)
15		[null]	Not used for gas
16	Retailer Usage Total (GJs)	Number(12,4)	Total of the consumption for all of the retailer's sites in the distribution zone for the interval
17		[null]	Not used for gas
18		[null]	Not used for gas
19		[null]	Not used for gas
20		[null]	

### 8.6.2.2 Wholesale settlement summary transaction (WSS) — process rules and content

- (1) The WSS is a control report, providing a monthly summation. The WSS is sent in conjunction with the initial monthly (S1), interim (S2) and final settlement (S3) WSI transactions.
- (2) Transactions that are sent to retailers are sent to the specific retailers only.

**Table 5. Wholesale settlement summary transaction (WSS)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"WSS"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	LSA ID	LSA ID format	Sender
4		[null]	Not used for gas
5	Retailer ID	Retailer ID format	Recipient
6	Business Function ID	Varchar(2)	Optional at the discretion of the LSA
7	Zone ID	Zone ID format	Distribution zone
8	Settlement Type	Char(2)	"S1," "S2" or "S3" for initial monthly, interim or final settlement runs respectively
9	Settlement Month	YYYYMM	Year and month of the settlement data being summarized
10	Retailer Usage Total (GJs)	Number(17,4)	Total of the consumption for all of the retailer's sites in the month
11		[null]	Not used for gas
12		[null]	Not used for gas
13		[null]	Not used for gas
14		[null]	

### 8.6.2.3 Wholesale settlement details transaction (WSD) — process rules and content

- (1) The WSD provides daily site-specific settlement results to retailers for energized sites enrolled to them.
- (2) The site characteristics in this transaction are those characteristics in effect at the end of the settlement day.

**Table 6. Wholesale settlement details transaction (WSD)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"WSD"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Date and time that the transaction was created
3	LSA ID	LSA ID format	Sender
4	Retailer ID	Retailer ID format	Recipient
5	Business Function ID	Varchar(2)	Optional at discretion of the LSA
6	Site ID	Site ID format	Site identifier
7	Zone ID	Zone ID format	Distribution zone
8	Settlement Run Date Time	Date time format	Date and time settlement was initiated. This date does not indicate which data was used by the settlement run.
9	Settlement As At Date Time	Date time format	Date and time that all data used by this settlement run was in the settlement system. Supports reproducibility of settlement at a later time than the original settlement run. This allows the same data to be used regardless of how many times a run is executed.
10	Settlement Type	Char(2)	"B1," "S1," "S2" or "S3" for backcast, initial monthly, interim or final settlement runs respectively
11	Audited Temperature End Date	Date time format	The audited weather date at the time of the settlement run
12	Settlement Interval Starting Time	Date time format	Date and start time of the interval the settlement data is for. This will be the start of the gas day at 08:00.
13	Profiling Class	Varchar(20)	The site's profiling class
14		[null]	Not used for gas
15	Unmetered Indicator	Char(1)	Identifies whether the site is unmetered. Values are: "U" – unmetered [null] – if field is not used or if site is metered
16	Daily Site Usage (GJ)	Number(12,4)	Settled consumption for the site for the day
17	Result Source	Char(1)	Daily Site Usage was calculated using: "M" – DCM covering the settlement day and frozen profiles "E" – LSA-generated consumption estimate (proxy day estimate or model estimate scaled by prior DCM) "A" – LSA generated consumption estimate (model estimate scaled by annual consumption)
18		[null]	Not used for gas
19		[null]	Not used for gas
20	Weather Zone	Varchar(20)	Weather zone site is located in
21		[null]	Not used for gas
22		[null]	

### 8.6.2.4 Settlement profile value transaction (SPV) — process rules and content

- (1) The SPV will not be directed to a specific retailer but will be made available to all retailers.
- (2) This transaction is sent out with the initial monthly settlement run and then frozen for all subsequent settlement runs.
- (3) The Daily Profile Value field provides the energy usage values that a retailer can use to convert DCM usage for a site to the daily site usage shown in that site's WSD.

**Table 7. Settlement profile value transaction (SPV)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"SPV"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	LSA ID	LSA ID format	Sender (LSA)
4	Zone ID	Zone ID format	Distribution zone
5	Weather Zone	Varchar(20)	Weather zone
6	Settlement Run Date Time	Date time format	Date and time settlement was initiated. This date does not indicate which data was used by the settlement run
7	Settlement As At Date Time	Date time format	As at date and time of the settlement run that used the profiles. Identifies the settlement these profiles are for
8	Settlement Type	Char(2)	"S1" for initial monthly settlement run
9	Profile Type	Varchar(20)	Type of Profile (e.g. "Sample," "Model")
10	Profiling Class	Varchar(20)	Profiling class, if for a specific class
11	Settlement Interval Starting Time	Date time format	Date and start time of the interval the settlement data is for. This will be the start of the gas day at 08:00
12	Interval Period	Number(4)	Number of minutes in the interval period. (Number of minutes in the gas day.)
13		[null]	Not used for gas
14	Daily Profile Value (GJ)	Number(12,4)	Profile usage for the gas day

### 8.6.3 Select retailer transaction set

#### 8.6.3.1 Select retailer request transaction (SRR) — process rules and content

- (1) When enrolling a site, the retailer shall send an SRR, along with an update customer information transaction (UCI) as detailed in Section 8.6.4. The UCI must be populated as per Section 8.6.4.
- (2) The LSA may reject an enrolment if a UCI is not received. An enrolment may not be rejected on the basis of a failed UCI. The LSA's validation process for enrolment may only include that a populated UCI was received.
- (3) If the UCI in question is rejected by the gas distributor, the retailer must send a corrected UCI within one business day of the effective date of the enrolment. For example, if an enrolment of a site becomes effective at 00:00 on March 27, and the UCI is rejected due to transaction errors, the retailer must send a corrected UCI by 00:00 on March 28.

**Table 8. Select retailer request transaction (SRR)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"SRR"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	Retailer ID	Retailer ID format	Sender and chosen retailer
4	Business Function ID	Varchar(2)	Required
5	Site ID	Site ID format	Site to enrol
6	LSA ID	LSA ID format	Recipient
7	Priority Code	Char(1)	"1" – Next Day
8	Transaction Status Code	Char(4)	Used by the recipient to notify the sender of problems with the transaction. When using transaction status codes, the codes in Appendix A must be used.
9	Retailer Account Number	Varchar(30)	OPTIONAL FIELD – Account number by which retailer identifies site/socket ID. Note that this is an optional field.
10	Retailer Reference Number	Varchar(20)	OPTIONAL FIELD – Identification number that allows retailers to track their transactions easily. (Unique transaction ID). Note that this is an optional field.

**8.6.3.2 Select retailer notification transaction (SRN) – content****Table 9. Select retailer notification transaction (SRN)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"SRN"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	LSA ID	LSA ID format	Sender
4	Retailer ID	Retailer ID format	Recipient and chosen retailer
5	Business Function ID	Varchar(2)	Optional at the discretion of the LSA
6	Site ID	Site ID format	Site to enrol
7	Switch Date	Date time format	If [null], transaction is rejected
8	Profile Class	Varchar(20)	The site's profiling class
9	Loss Group Code	Varchar(10)	Loss group code
10	Enrolment Notification Code	Char(4)	Reason the SRR was confirmed or rejected. When using transaction status codes, the codes in Appendix A must be used
11	Retailer Account Number	Varchar(30)	OPTIONAL FIELD – Account number by which retailer identifies site/socket ID. Note that this is an optional field.
12	Retailer Reference Number	Varchar(20)	OPTIONAL FIELD – Identification number that allows retailers to track their transactions easily. (Unique transaction ID). Note that this is an optional field.
13	LSA Transfer Number	Varchar(20)	OPTIONAL FIELD – A unique transaction number that a gas distributor can use for verifying that processing took place.

### 8.6.3.3 Notify old retailer transaction (SRO) — process rules and content

The SRO is sent from the LSA to the old retailer to notify them of loss of a site.

**Table 10. Notify old retailer transaction (SRO)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	“SRO”	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	LSA ID	LSA ID format	Sender
4	Retailer ID	Retailer ID format	Recipient - old retailer
5	Business Function ID	Varchar(2)	Optional at the discretion of the LSA
6	Site ID	Site ID format	Site enrolled by a new retailer
7	Switch Date	Date Time	Date and time the old retailer is no longer retailer of record for the site. Time will be the first hour of the day.
8	Settlement Transfer Number	Varchar(20)	OPTIONAL FIELD – A unique transaction number that a gas distributor can use for verifying that processing took place
9	Old Retailer Account Number	Varchar(30)	OPTIONAL FIELD – Account number by which old retailer identifies site/socket ID.

### 8.6.4 Update customer information transaction set

#### 8.6.4.1 Update customer information transaction (UCI) — process rules and content

- (1) The UCI allows for the transfer of important customer and emergency contact information to the gas distributor. This information is needed so that the gas distributor may execute its duties to facilitate customer transfer to the default supply provider (DSP), if required, and to permit safe and secure operation of the gas distribution service. To that end, references to “customer” refer to the person, company or legal entity financially responsible for a site, specifically with regards to enrolment with the DSP should that become necessary. Additionally, references to “site contact” are intended to mean the person responsible for day-to-day functions at a site, specifically with regards to emergency and service outage management.
- (2) Abbreviations used in addressing schemes follow the English-language version of Canada Post standards.
- (3) Update/refresh mechanism: whenever any of the information listed below is known by the retailer to have changed, the retailer is required to resend all of the data to ensure data is not lost.

**Table 11. Update customer information transaction (UCI)**

Field Sequence	Info Section	Process Requirement	Subsection	Field (in sequence)	Data Type/Size	Description
1	Site Info Fields 1 through 6	Required		Transaction Abbreviation	“UCI”	Abbreviation for the transaction name
2		Required		Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3		Required		Retailer ID	Retailer ID format	Sender
4		Required		Business Function ID	Varchar(2)	Required
5		Required		Gas Distributor ID	Gas distributor ID format	Recipient

Field Sequence	Info Section	Process Requirement	Subsection	Field (in sequence)	Data Type/Size	Description
6		Required		Site ID	Site ID format	Site to which the information applies
7	Customer Info Fields 7 through 49	Customer Name	Required if party financially responsible for site energy is a company or other corporate entity	Customer Company Name	Varchar(100)	Mandatory if Customer Last Name field is [null]; not allowed if Customer Last Name is included
8			Required if party financially responsible for site energy is a person	Customer Last Name	Varchar(30)	Mandatory if Customer Company Name field is [null]; not allowed if Customer Company Name is included
9			Required if party financially responsible for site energy is a person	Customer First Name	Varchar(30)	Mandatory if Customer Company Name field is [null]; not allowed if Customer Company Name is included
10			Optional	Customer Middle Name	Varchar(30)	Optional if Customer Company Name field is [null] (may be only an initial); not allowed if Customer Company Name is included
11			Optional	C/O or Attention Field	Varchar(100)	Customer's care of information (name only)
12			Required	GST Canada Customs & Revenue Agency Exemption Indicator	Char(1)	"Y" if the customer is GST exempted "N" if the customer is not GST exempted
13		Customer Mailing Address (Canada & U.S.) – Street Address	Required if it exists in the energy billing mailing address	Unit Definer	Varchar(15)	Used to define individual units where no unit number exists, e.g. "Back," "Basement"
14			Required if it exists in the energy billing mailing address	Unit Number	Varchar(6)	Apartment number, etc.
15			Required if it exists in the energy billing mailing address	House Number	Varchar(6)	
16			Required if it exists in the energy billing mailing address	Street Pre-Direction	Varchar(2)	Standard direction codes (N, W, SW, etc.) which appear in front of the Street Name, e.g. "W Georgia ST"
17			Required if it exists in the energy billing mailing address	Street Name	Varchar(50)	
18			Required if it exists in the energy billing mailing address	Street Type Code	Varchar(8)	Valid Canada Post codes are required
19			Required if it exists in the energy billing mailing address	Street Direction	Varchar(2)	Standard direction codes (N, W, SW, etc.) which appear after the Street Name, e.g. "Millwoods RD W"
20		Required if it exists in the energy billing mailing address	City Quadrant	Varchar(2)	Standard direction codes (N, W, SW, etc.) which designate a quadrant of a city	

Field Sequence	Info Section	Process Requirement	Subsection	Field (in sequence)	Data Type/Size	Description
21		Customer Mailing Address (Canada & U.S.) – General Delivery Address	Required if it exists in the energy billing mailing address	General Delivery Indicator	Char(1)	“Y” means general delivery address; “N” or [null] otherwise. Address is formatted: “GD Drayton Valley AB T0E 0M0”
22		Customer Mailing Address (Canada & U.S.) – Road Address	Required if it exists in the energy billing mailing address	Lot ID	Varchar(10)	An example of this type of address: (54 is the Lot ID) “54 26540 Range Road 11 Red Deer County AB T4E 1A3”
23			Required if it exists in the energy billing mailing address	Pre-Road Number	Varchar(10)	Number that appears before the road type in the Canada Post road address standard (“26540” in the above example is the pre-road number)
24			Required if it exists in the energy billing mailing address	Road Type	Varchar(20)	Road Type in the Canada Post road address standard – “Range Road,” “Township Road,” “Highway” (“Range Road” in the above example is the road type)
25			Required if it exists in the energy billing mailing address	Post-Road Number	Varchar(10)	Number of the road that appears after the Road Type in the Canada Post road address standard (“11” in the above example is the Road Number)
26		Customer Mailing Address (Canada & U.S.) – Delivery Address	Required if it exists in the energy billing mailing address	Compartment	Varchar(10)	Number of the compartment to follow “CP” in standard Canada Post mailing address, e.g. “CP 10 SITE 4 RR 3”
27			Required if it exists in the energy billing mailing address	Site Number	Varchar(10)	Number of the Site to follow “SITE” in standard Canada Post rural mailing address, e.g. “CP 10 SITE 4 RR 3”
28			Required if it exists in the energy billing mailing address	Rural Route	Varchar(10)	Number of the rural route to follow “RR” in standard Canada Post rural mailing address, e.g. “CP 10 SITE 4 RR 3”
29			Required if it exists in the energy billing mailing address	Mobile Route	Varchar (10)	Number of the mobile route to follow “MR” in standard Canada Post mailing address, e.g. “CP 10 SITE 4 MR 3”
30			Required if it exists in the energy billing mailing address	Suburban Service	Varchar(10)	Number of the suburban service to follow “SS” in standard Canada Post mailing address, e.g. “CP 10 SITE 4 SS 3”
31			Required if it exists in the energy billing mailing address	Station Name	Varchar(50)	Name to follow “STN” in standard Canada Post mailing address, e.g. “PO BOX 11223 STN MAIN

Field Sequence	Info Section	Process Requirement	Subsection	Field (in sequence)	Data Type/Size	Description
						Toronto ON"
32			Required if it exists in the energy billing mailing address	Retail Postal Outlet	Varchar(50)	Name of the retail postal outlet to follow "RPO" in standard Canada Post mailing address, e.g. "PO BOX 123 RPO Standard Life Edmonton AB"
33			Required if it exists in the energy billing mailing address	Post Office Box	Varchar(10)	Number to follow "PO BOX" in standard Canada Post mailing address, e.g. "PO BOX 11223 STN MAIN Toronto ON"
34			Required if it exists in the energy billing mailing address	Letter Carrier Depot	Varchar(50)	Name of the letter carrier depot to follow "LCD" in standard Canada Post mailing address, e.g. "PO BOX 1352 LCD Blue Quill Edmonton AB"
35			Required if it exists in the energy billing mailing address	Delivery Installation Name	Varchar(50)	Name of the Canada Post delivery installation. Has no coded designator in the Canada Post mailing address
36		Customer Mailing Address (Canada & U.S.) – all types	Required if it exists in the energy billing mailing address	City	Varchar(50)	Name of the town or city
37			Required	Postal Code	Varchar(9)	Postal or zip code – nine characters allows for the largest possible zip code
38			Required	Province / State Code	Char(2)	Use standard two-character codes
39		Customer Mailing Address – Foreign Address	Required if it exists in the energy billing mailing address	Foreign Address 1	Varchar(50)	Format as required for mailing
40			Required if it exists in the energy billing mailing address	Foreign Address 2	Varchar(50)	Format as required for mailing
41			Required if it exists in the energy billing mailing address	Foreign Address 3	Varchar(50)	Format as required for mailing
42			Required if it exists in the energy billing mailing address	Foreign Address 4	Varchar(50)	Format as required for mailing
43		Customer Mailing Address – all formats	Required if it exists in the energy billing mailing address	Country	Varchar(30)	Full country name
44		Customer Phone Number	One or more of 44, 45 or 48 is required.	Customer Phone Number	Telephone Number format	Full telephone number including area codes and international codes.
45			Optional	Customer Business Phone Number	Telephone Number format	

Field Sequence	Info Section	Process Requirement	Subsection	Field (in sequence)	Data Type/Size	Description	
46			Optional	Customer Fax Number	Telephone Number format		
47			Optional	Customer Pager Number	Telephone Number format		
48			Optional	Customer Mobile Phone	Varchar(20)		
49			Optional	Customer Email Address	Varchar(80)		
50	General Info fields 50 through 54	General Information	Optional	Meter Access Notes	Varchar(80)	Information about accessing the site, e.g. "bad dog," "knock first."	
51			Not used for gas		[null]		
52			Not used for gas			[null]	
53			Not used for gas		Critical To Have Power Reason	Varchar(30)	
54			Optional		SIC Code	Varchar(6)	
55	Site Contact Info Fields 55 through 64	Site Contact Information	Required if party responsible for day-to-day operation of a site is a company or other corporate entity. At least one of 55 or (56 and 57) is required.	Contact Company Name	Varchar(100)		
56			Required if party responsible for day-to-day operation of a site is a person.	Contact Last Name	Varchar(30)		
57			Required if party responsible for day-to-day operation of a site is a person.	Contact First Name	Varchar(30)		
58			Optional	Contact Middle Name	Varchar(30)		
59			One of 59 or 60 or 63 is required.	Contact Phone Number	Telephone Number format		
60			One of 59 or 60 or 63 is required	Contact Business Phone Number	Telephone Number format		
61			Required if available.	Contact Fax Number	Telephone Number format		
62			Optional	Contact Pager Number	Telephone Number format		
63			One of 59 or 60 or 63 is required	Contact Cellular Phone	Varchar(20)		
64			Required if available	Contact Email Address	Varchar(80)		
65	Owner Info Fields 65 through 105	Site Owner Information (only if customer is a tenant)	Optional	Owner Company Name	Varchar(100)		
66			Optional	Owner Last Name	Varchar(30)		
67			Optional	Owner First Name	Varchar(30)		
68			Optional	Owner Middle	Varchar(30)		

Field Sequence	Info Section	Process Requirement	Subsection	Field (in sequence)	Data Type/Size	Description
				Name		
69		Site Owner Mailing Address (Canada & U.S.) – Street Address	Optional	Unit Definer	Varchar(15)	Used to define individual units where no unit number exists, e.g. “Back,” “Basement”
70			Optional	Unit Number	Varchar(6)	Apartment number, etc.
71			Optional	House Number	Varchar(6)	
72			Optional	Street Pre-Direction	Varchar(2)	Standard direction codes (N, W, SW, etc.) which appear in front of the Street Name, e.g. “W Georgia ST”
73			Optional	Street Name	Varchar(50)	
74			Optional	Street Type Code	Varchar(8)	Valid Canada Post codes are required
75			Optional	Street Direction	Varchar(2)	Standard direction codes (N, W, SW, etc.) which appear after the Street Name, e.g. “Millwoods RD W”
76			Optional	City Quadrant	Varchar(2)	Standard direction codes (N, W, SW, etc.) which designate a quadrant of a city
77		Site Owner Mailing Address (Canada & U.S.) – General Delivery Address	Optional	General Delivery Indicator	Char(1)	“Y” means general delivery address, “N” or [null] otherwise. Address is formatted: “GD Drayton Valley AB T0E 0M0”
78		Site Owner Mailing Address (Canada & U.S.) – Road Address	Optional	Lot ID	Varchar(10)	An example of this type of address: “54 26540 Highway 11 Red Deer County AB T4E 1A 3”
79			Optional	Pre-Road Number	Varchar(10)	
80			Optional	Road Type	Varchar(20)	“Range Road,” “Township Road,” “Highway”
81			Optional	Post-Road Number	Varchar(10)	
82		Site Owner Mailing Address (Canada & U.S.) – Delivery Address	Optional	Compartment	Varchar(10)	Number of the compartment to follow “CP” in standard Canada Post mailing address, e.g. “CP 10 SITE 4 RR 3”
83			Optional	Site Number	Varchar(10)	Number of the Site to follow “SITE” in standard Canada Post rural mailing address, e.g. “CP 10 SITE 4 RR 3”
84			Optional	Rural Route	Varchar(10)	Number of the rural route to follow “RR” in standard Canada

Field Sequence	Info Section	Process Requirement	Subsection	Field (in sequence)	Data Type/Size	Description
						Post rural mailing address, e.g. "CP 10 SITE 4 RR 3"
85			Optional	Mobile Route	Varchar(10)	Number of the mobile route to follow "MR" in standard Canada Post mailing address
86			Optional	Suburban Service	Varchar(10)	Number of the suburban service to follow "SS" in standard Canada Post mailing address
87			Optional	Station Name	Varchar(50)	Name to follow "STN" in standard Canada Post mailing address
88			Optional	Retail Postal Outlet	Varchar(50)	Name of the retail postal outlet to follow "RPO" in standard Canada Post mailing address
89			Optional	Post Office Box	Varchar(10)	Number to follow "PO BOX" in standard Canada Post mailing address
90			Optional	Letter Carrier Depot	Varchar(50)	Name of the letter carrier depot to follow "LCD" in standard Canada Post mailing address
91			Optional	Delivery Installation Name	Varchar(50)	Name of the Canada Post delivery installation. Has no coded designator in the Canada Post mailing address
92		Site Owner Mailing Address (Canada & U.S.) – all types	Optional	City	Varchar(50)	Name of the town or city
93			Optional	Postal Code	Varchar(9)	Postal or zip code – nine characters allows for the largest possible zip code
94			Optional	Province / State Code	Char(2)	Use standard two-character codes
95		Site Owner Mailing Address – Foreign Address	Optional	Foreign Address 1	Varchar(50)	Format as required for mailing
96			Optional	Foreign Address 2	Varchar(50)	Format as required for mailing
97			Optional	Foreign Address 3	Varchar(50)	Format as required for mailing
98			Required, if available	Alternate Contact Person	Varchar(50)	Name of an alternate contact -the format of the name is first name, followed by a space and then last name. If the first name and last name combined are more than 50 characters in length, the last name will be truncated
99		Site Owner Mailing Address – all formats	Optional	Country	Varchar(30)	Full country name
100		Site Owner Phone Number	Optional	Site Owner Phone Number	Telephone Number format	
101			Optional	Site Owner	Telephone	

Field Sequence	Info Section	Process Requirement	Subsection	Field (in sequence)	Data Type/Size	Description
				Business Phone Number	Number format	
102			Optional	Site Owner Fax Number	Telephone Number format	
103			Optional	Site Owner Pager Number	Telephone Number format	
104			Optional	Site Owner Mobile Phone	Varchar(20)	
105			Optional	Site Owner Email Address	Varchar(80)	
106	Standard transaction format field			Transaction Status Code	Varchar(4)	Used by the recipient to notify the sender of problems with the transaction. When using transaction status codes, the codes in Appendix A must be used.
107	Optional Helpful info Fields 107 and 108		Optional	Retailer / RRP Account Number	Varchar(30)	OPTIONAL – Cross reference for support. Gas distributor does not have any obligation to keep track of this for the Retailer.
108	Optional Helpful info Fields 107 and 108		Optional	Retailer Reference Number	Varchar(20)	OPTIONAL – Identification number that allows Retailers to track their transactions. NOTE: This field is optional by Retailer preference, but if present, it will be mirrored back in any rejection transaction

#### 8.6.4.2 Request update to customer information transaction (RUC) — process rules and content

- (1) The RUC may be sent by a gas distributor if the gas distributor suspects that the customer information for a specific site is not up to date, and the gas distributor is, therefore, requesting the retailer send a UCI.
- (2) The gas distributor must specify which site IDs require the new UCI. The retailer must respond within five business days of receiving the request.
- (3) Each gas distributor can send a maximum of 25 different RUCs per retailer each week.

**Table 12. Request update to customer information transaction (RUC)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	“RUC”	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	Gas Distributor ID	Gas distributor ID format	Sender
4	Retailer ID	Retailer ID format	Recipient
5	Site ID	Site ID format	Site ID for which the UCI is required
6	First Incorrect Field	Number between 1 and 108	Mandatory – Field, from UCI currently held by the gas distributor, which is incorrect

Sequence	Field	Data Type/Size	Description
7	Second Incorrect Field	Number between 1 and 108	Optional – Field, from UCI currently held by the gas distributor, which is incorrect
8	Third Incorrect Field	Number between 1 and 108	Optional – Field, from UCI currently held by the gas distributor, which is incorrect
9	Fourth Incorrect Field	Number between 1 and 108	Optional – Field, from UCI currently held by the gas distributor, which is incorrect
10	Fifth Incorrect Field	Number between 1 and 108	Optional – Field, from UCI currently held by the gas distributor, which is incorrect
11	Transaction Status Code	Char(4)	Used by the recipient to notify the sender of problems with the transaction. When using transaction status codes, the codes in Appendix A must be used.

### 8.6.5 Update site information transaction set

#### 8.6.5.1 Site metering characteristics transaction (SMC) — process rules and content

- (1) The SMC consists of information about the metering setup at a site for which the gas distributor is responsible. If the site has more than one associated socket, a transaction will be sent for each socket. This transaction allows for different meters at the same socket measuring different functions. This transaction set is sent to the retailer when:
- (a) the gas distributor notifies the retailer of a successful enrolment at a site; or
  - (b) the metering configuration has been changed at a site. Specifically, this includes a changes to:
    - (i) type of metering;
    - (ii) energized state; or
    - (iii) subtract metering.
- (2) Changes to meter, multiplier or last reading will be reported by way of the DCM transaction.

**Table 13. Site metering characteristics transaction (SMC)**

Field Sequence	Section	Processing Requirements	Field	Data Type/Size	Description
1		Required	Transaction Abbreviation	“SMC”	Abbreviation for the transaction name
2		Required	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3		Required	Gas Distributor ID	Gas distributor ID format	Sender
4		Required	Retailer ID	Retailer ID format	Recipient (retailer currently associated with the site)
5		Required	Site ID	Site ID format	Identifier for the site
6		Required	Type of Metering	Char(1)	The type of metering at the site. Values are: “C” – cumulative “U” – unmetered
7		Required	Energized Ind	Char(1)	Indicates whether the site is energized (“Y” or “N”)

Field Sequence	Section	Processing Requirements	Field	Data Type/Size	Description
8		Required	Subtract Metering	Char(1)	Indicates whether the site is subtract metered ("Y" or "N"). "Y" if the site is metered in such a way that an additional correcting DCM usage value will be provided.
9		Required	Loss Compensation	Char(1)	Indicates whether the site is loss compensated ("Y" for gas sites)
10		Optional at the discretion of the gas distributor	Socket ID	Socket ID format	Identifier for the point of measurement within the site
11		Required	Date Time Effective	Date time format	Date and time the characteristics are effective or the Switch Date in the SRN sent to the retailer at the time of successful enrolment
12	Usage Measurement Section - required if a meter is measuring energy usage at the site. Fields 12 through 17	Required	Energy Meter Number	Varchar(20)	Meter number
13		Required	Energy Installation Multiplier	Number(14,9)	Includes all factors of the billing multiplier except heat value
14		Required	Number of Dials	Number(3)	Number of dials on the meter
15		Required	Decimal Positions	Number(1)	Number of the above dials which represent decimal positions
16		Required, unless this is a new site	Last Reading Date Time	Date time format unless it is a new site, in which case it must be [null]	Date and time of the last actual meter reading
17		Required	Last Meter Dial Reading	Number(10)	Last actual meter reading
18		Not used by gas		[null]	
19		Not used by gas		[null]	
20	Active Demand Measurement Section - required if a meter is measuring active demand at the site. Fields 20, 21.	Required	Active Demand Meter Number	Varchar(20)	Meter number of the meter measuring active demand
21		Required	Active Demand Installation Multiplier	Number(6,1)	Includes all factors of the billing multiplier except heat value
22		Required on reply transactions	Transaction Status Code	Char(4)	Used by the recipient to notify the sender of problems with the transaction. When using transaction status codes, the codes in Appendix A must be used.

### 8.6.5.2 Update site address transaction (USA) — process rules and content

The USA is used by the gas distributor to notify the retailer when a site's service address has changed.

**Table 14. Update site address transaction (USA)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"USA"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Latter of the time the transaction was created or last modified
3	Gas Distributor ID	Gas distributor ID format	Gas distributor for the site (sender)
4	Retailer ID	Retailer ID format	LSA for the Site
5	Site ID	Site ID format	See definition in Universal Standards section of this document
6	Unit Definer	Varchar(15)	Used to define individual units where no unit number exists, e.g. "Back," "Basement"
7	Unit Number	Varchar(6)	Apartment number, etc.
8	House Number	Varchar(6)	
9	Street Pre-Direction	Varchar(2)	Standard direction codes (N, W, SW, etc.) which appear in front of the street name, e.g. "W Georgia ST"
10	Street Name	Varchar(50)	If the street name is a number, include the digit, not the spelled out name
11	Street Type Code	Varchar(8)	Valid Canada Post codes are required
12	Street Direction	Varchar(2)	Standard direction codes (N, W, SW, etc.) which appear after the street name, e.g. "Millwoods RD W"
13	City Quadrant	Varchar(2)	Standard direction codes (N, W, SW, etc.) which designate a quadrant of a city
14	City/Town Name	Varchar(30)	Usual name of the city, town, village, etc.
15	Legal Subdivision Code (LSD)	Varchar(2)	Sections are divided into four quarters or into sixteen legal subdivisions. They are numbered from 1 to 16.
16	LSD Quadrant	Varchar(1)	LSDs are divided into four quadrants, A,B, C and D
17	Quarter Section Code	Varchar(2)	Quarters divide each section into four pieces: NE, NW, SE, SW This field may optionally be used for: "RL" - river lot "SL" - settlement lot "SV" - summer village
18	Lot	Varchar(6)	A lot number to identify a lot within a Quarter Section Code (of RL/SL/SV)
19	Section	Number(2)	Sections are divided into four quarters or into sixteen legal subdivisions. They are numbered from 1 to 36.
20	Township	Number(3)	Townships are numbered from south to north starting at the U.S. border. They are numbered from 1 to 129 and 141. Each township is six miles (~10 kilometres) wide.
21	Range	Number(2)	Ranges are numbered from east to west starting from each meridian. They are numbered 1 to 34. Each range is 6 miles (~10 kilometres) wide.
22	Meridian	Varchar(1)	A meridian defines a block of land between an east and west boundary. For Alberta, the meridian is 4, 5, 6 with 4 being the Saskatchewan border, 5 running just east of the Calgary Airport and 6 being just east of Jasper. The "W" is implied.
23	Rural House Number	Varchar(4)	A house number. This is sometimes used in First Nations Reserves to identify unique residences within the rural scheme.
24	Lot	Varchar(6)	Defines a lot within a city block
25	Lot Range ID	Varchar(5)	
26	Block	Varchar(5)	Defines a city block within a plan
27	Government Plan ID	Varchar(8)	For urban areas, a plan defines an area within a city, usually a community

Sequence	Field	Data Type/Size	Description
28	Area Name	Varchar(20)	Oilfield name, subdivision name, etc.
29	Cluster Correlation Key	Number(6)	Optional. Identifies a grouping of sites which are normally handled jointly with regards to enrolment.
30	Unformatted Address	Varchar(65)	Address information that does not fit Canada Post standard rules.
31	Site Reference	Varchar(50)	Supporting helpful information.

### 8.6.5.3 Site profile change transaction (SPC) – process rules and content

The SPC is issued by the LSA to the retailer of record whenever there is a change in either profile class or loss group code at a site. The LSA shall make a best effort to provide the notification in advance of the profile class change.

**Table 15. Site profile change transaction (SPC)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	“SPC”	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	LSA ID	LSA ID format	Sender
4	Retailer ID	Retailer ID format	Recipient
5	Site ID	Site ID format	Site identifier
6	Profile Class	Varchar(20)	Profile class of the site
7	Loss Group Code	Varchar(10)	Loss group code
8	Effective Date	Date format	Date the new profile class or loss group code becomes effective
9	Transaction Status Code	Char(4)	Used by the recipient to notify the sender of problems with the transaction. When using transaction status codes, the codes in Appendix A must be used.

### 8.6.6 Energize/de-energize site

#### 8.6.6.1 Energize request transaction (ENR) — content

**Table 16. Energize request transaction (ENR)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	“ENR”	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	Retailer ID	Retailer ID format	Sender
4	Business Function ID	Varchar(2)	Required
5	Gas Distributor ID	Gas distributor ID format	Recipient
6	Site ID	Site ID format	Site to energize
7	Priority Code	Number(1)	Priority code for each gas distributor. Can be specified from 1-9, with 1 being the top priority. The cost and performance of each priority is at the gas distributor’s discretion. Priority 5 is the standard level of service.

Sequence	Field	Data Type/Size	Description
8	Requested Energize Date	Date format	Date the gas is to be turned on. Optional if the priority code is used.
9	Contact Name	Varchar(100)	The person to contact in the event of problems executing this request
10	Contact Phone Number	Telephone number format	The phone number of the contact person named in this transaction
11	Message to Gas Distributor	Varchar(160)	Optional field. Information to assist the gas distributor in executing this request

### 8.6.6.2 Energize failure transaction (ENF) — content

Table 17. Energize failure transaction (ENF)

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"ENF"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	Gas Distributor ID	Gas distributor ID format	Sender
4	Retailer ID	Retailer ID format	Recipient
5	Site ID	Site ID format	Site that could not be energized
6	Energize Failure Reason Code	Char(4)	Reason why the energization was not successful. When using transaction status codes, the codes in Appendix A must be used.

### 8.6.6.3 Energize completion transaction (ENC) — content

Table 18. Energize completion transaction (ENC)

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"ENC"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	Gas Distributor ID	Gas distributor ID format	Sender
4	Retailer ID	Retailer ID format	Recipient
5	LSA ID	LSA ID Format	Recipient
6	Site ID	Site ID format	Site that was energized
7	Energized Date	Date time format	Date the site was energized

### 8.6.6.4 De-energize request transaction (DER) — content

Table 19. De-energize request transaction (DER)

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"DER"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	Retailer ID	Retailer ID format	Sender
4	Business Function ID	Varchar(2)	Required

Sequence	Field	Data Type/Size	Description
5	Gas Distributor ID	Gas distributor ID format	Recipient
6	Site ID	Site ID format	Site to de-energize
7	Priority Code	Number(1)	Priority code for each gas distributor. Can be specified from 1-9, with 1 being the top priority. The cost and performance of each priority is at the gas distributor's discretion. Priority 5 is the standard level of service.
8	Requested De-energize Date	Date format	Date the gas is to be turned off. Optional if the priority code is used.
9	Contact name	Varchar(100)	The person to contact in the event of problems executing this request
10	Contact phone number	Telephone number format	The phone number of the contact person named in this transaction
11	De-energize Reason	Number(4)	Reason for De-energize: "0001" Customer Request "0002" Cut Off for Nonpayment "0003" Premises Demolished "0004" Safety Shut Off "0005" Seasonal Shut Off "0006" Vacant Premises
12	Message to Gas Distributor	Varchar(160)	Optional field. Information to assist the gas distributor in executing this request

#### 8.6.6.5 De-energize failure transaction (DEF) — content

Table 20. De-energize failure transaction (DEF)

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"DEF"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	Gas Distributor ID	Gas distributor ID format	Sender
4	Retailer ID	Retailer ID format	Recipient
5	Business Function ID	Varchar(2)	Optional at the discretion of the gas distributor
6	Site ID	Site ID format	Site that could not be energized
7	De-energize Failure Reason Code	Char(4)	Reason why the de-energize did not succeed. When using transaction status codes, the codes in section Appendix A must be used.
8	Other Failure Description	Varchar(80)	Date the gas is to be turned off. Optional if the priority code is used.

#### 8.6.6.6 De-energize completion transaction (DEC) — content

Table 21. De-energize completion transaction (DEC)

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"DEC"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	Gas Distributor ID	Gas distributor ID format	Sender

Sequence	Field	Data Type/Size	Description
4	Retailer ID	Retailer ID format	Recipient
5	Business Function ID	Varchar(2)	Optional at the discretion of the gas distributor
6	Site ID	Site ID format	Site that was energized
7	De-energized Date and Time	Date Time format	Date the site was de-energized

#### 8.6.6.7 Release cut off for nonpayment (CONP) lock transaction (RCL) — process rules and content

- (1) For those gas distributors that lock a site after performing a de-energize that was requested by a retailer for reason of nonpayment (CONP), thereby preventing another retailer from energizing the site until the first retailer receives payment, the RCL is sent to the gas distributor by the retailer that originally requested the de-energize, to request the distributor now release the CONP lock.
- (2) The RCL is to be sent by the retailer who issued the DER when collection action has been completed or cancelled. The RCL transaction is required within a short time after collection action has been ended.

**Table 22. Release CONP lock transaction (RCL)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"RCL"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Latter of the time the transaction was created or last modified
3	Retailer ID	Retailer ID format	Sender
4	Business Function ID	Varchar(2)	Required
5	Gas Distributor ID	Gas distributor ID format	Recipient
6	Site ID	Site ID format	Site for which CONP lock release is requested

#### 8.6.6.8 Release CONP lock completion transaction (RCC) — process rules and content

- (1) In response to receipt of an RCL, the gas distributor will unlock the site to allow the retailer of record to authorize an energize request and send the retailer that originally issued the DER an RCC.

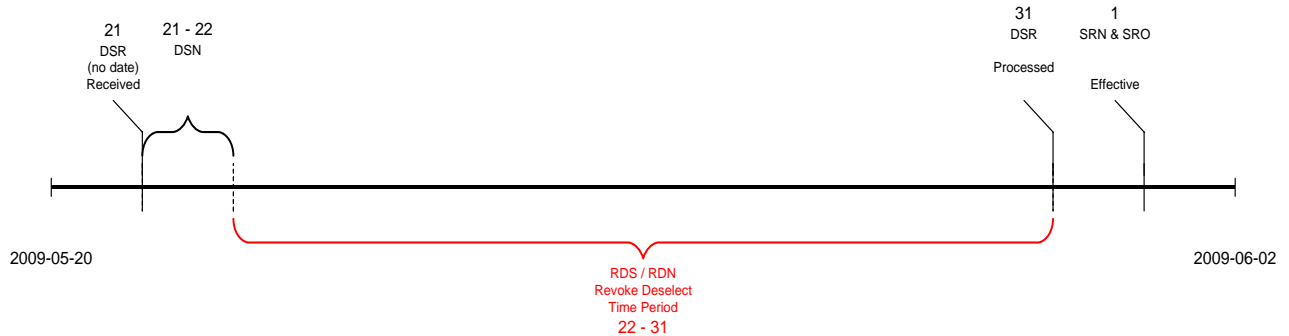
**Table 23. Release CONP lock completion transaction (RCC)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"RCC"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Latter of the time the transaction was created or last modified
3	Gas Distributor ID	Gas distributor ID format	Sender
4	Retailer ID	Retailer ID format	Recipient
5	Site ID	Site ID format	Site which needs lock removed
6	Completion Flag	Char(1)	"Y" if CONP lock is removed; "N" if not
7	CONP Lock Remove Date	Date time format	Date and time CONP lock was removed
8	Failure Reason Code	Char(4)	Reason why the CONP lock was not removed. When using transaction status codes, the codes in Appendix A must be used.

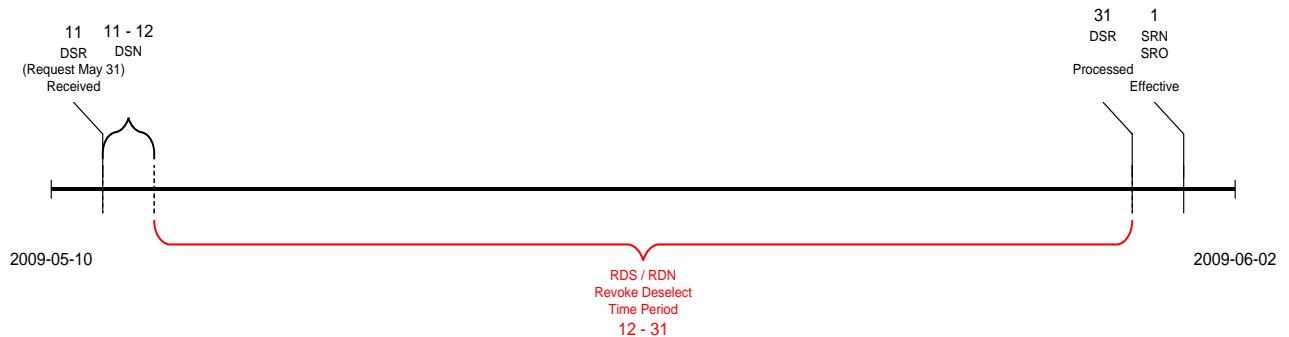
## 8.6.7 De-select retailer transaction set

Figure 1. Timelines for De-select Retailer Transaction Set

### De-select retailer transaction (DSR) with no request date that is sent and received on May 21:



### DSR with request date May 31 that is sent and received on May 11:



#### 8.6.7.1 De-select request transaction (DSR) — process rules and content

- (1) The DSR enables a retailer to notify a gas distributor that they will no longer provide gas services for the site.
- (2) The DSR will be processed effective on the date in the Requested De-select Date field of the DSR unless the site is enrolled earlier by another retailer or the current retailer revokes the de-select request before the site is switched to the default supplier provider.
- (3) The site will be switched to the default supplier provider upon the expiry of the date in Requested De-select Date field in the DSR or the deemed date if the de-select date is [null].
- (4) The gas distributor will accept a DSR and the requested de-select date will be deemed to be 10 calendar days from the day the DSR was received if the Requested De-select Date field is [null].
- (5) The gas distributor will accept a DSR and default the date to 10 calendar days from the transaction receipt where the date in Requested De-select Date field in the DSR is less than ten days from the date the DSR is received by the gas distributor.

- (6) The date in the Requested De-select Date field (if populated) must be no greater than 60 calendar days from the date the DSR is received by the gas distributor.
- (7) The retailer must include a de-select reason code in the De-select Reasons field of the DSR.
- (8) If the DSR contains “0003” (erroneous enrolment) in the De-select Reasons field, the LSA shall perform the actions in accordance with Section 7.3(7). The other reason codes are needed so that the gas distributor may execute its duties to facilitate the customer transfer to the default supply provider.

**Table 24. De-select retailer transaction (DSR)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	“DSR”	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	Retailer ID	Retailer ID format	Sender
4	Gas Distributor ID	Gas Distributor ID format	Recipient
5	Site ID	Site ID format	Site to de-select
6	Requested De-select Date	Date	Date the site is to be de-selected
7	De-select Reasons	Varchar(4)	Reason for the DSR “0001” Customer moving out “0002” Retailer drops customer “0003” Erroneous enrolment

#### 8.6.7.2 De-select notification transaction (DSN) — process rules and content

The gas distributor will send a DSN of acceptance or rejection of the DSR that the gas distributor received.

**Table 25. De-select notification transaction (DSN)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	“DSN”	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	Gas Distributor ID	Gas distributor ID format	Sender
4	Retailer ID	Retailer ID format	Recipient
5	MDM ID	MDM ID format	Recipient
6	Settlement ID	Settlement ID format	Recipient
7	Site ID	Site ID format	Site to de-select
8	De-select Notification Code	Varchar(4)	Reason the DSR was confirmed or rejected. When using transaction status codes, the codes in Appendix A must be used.

### 8.6.7.3 Revoke de-select request transaction (RDS) — process rules and content

The gas distributor will accept an RDS from a retailer where the retailer is still the current retailer of record of the site and the current retailer has sent a confirmed DSR transaction.

**Table 26. Revoke de-select request transaction (RDS)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"RDS"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Latter of the time the transaction was created or last modified
3	Retailer ID	Retailer ID format	Sender
4	Business Function ID	Varchar(2)	Optional at the discretion of the retailer
5	Gas Distributor ID	Gas distributor ID format	Recipient
6	Site ID	Site ID format	Site for which to revoke the DSR

### 8.6.7.4 Revoke de-select notification transaction (RDN) — process rules and content

Gas distributor will send an RDN transaction of acceptance or rejection for each RDS transaction that the gas distributor received.

**Table 27. Revoke de-select notification transaction (RDN)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"RDN"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Latter of the time the transaction was created or last modified
3	Gas Distributor ID	Gas distributor ID format	Sender
4	Retailer ID	Retailer ID format	Recipient
5	Business Function ID	Varchar(2)	Optional at the discretion of the gas distributor
6	MDM ID	MDM ID format	Recipient
7	Settlement ID	Settlement ID format	Recipient
8	Site ID	Site ID format	Site to de-select
9	Revoke De-select Notification Code	Varchar(4)	Reason the RDS was confirmed or rejected. Use the Enrolment/De-enrolment Transaction Status Codes as listed in Appendix A.

## 8.7 Transaction sets with standard content

The following transaction sets are required to contain standard content but do not require electronic transmittal or standard format.

### 8.7.1 Revoke de-energize request transaction (RDR) — process rules and content

The RDR transaction is a request and has no performance or time certainty. The gas distributor may not be capable of recalling or cancelling the de-energization of the site.

**Table 28. Revoke de-energize request transaction (RDR)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"RDR"	Abbreviation for the transaction name
2	Transaction Date	Date time format	Later of the time the transaction was created or last modified

Sequence	Field	Data Type/Size	Description
	Time		
3	Retailer ID	Retailer ID format	Sender
4	Business Function ID	Varchar(2)	Required
5	Gas Distributor ID	Gas distributor ID format	Recipient
6	Site ID	Site ID format	Site to revoke de-energize

### 8.7.2 Request off-cycle meter read transaction (ROR) — content

**Table 29. Request off-cycle meter read transaction (ROR)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"ROR"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	Retailer ID	Retailer ID format	Sender
4	Business Function ID	Varchar(2)	Required
5	Gas Distributor ID	Gas distributor ID format	Recipient
6	Site ID	Site ID format	Site to perform off-cycle meter read
7	Priority Code	Number(1)	Priority code for each gas distributor. Can be specified from 1-9, with 1 being the top priority. The cost and performance of each priority is at the gas distributor's discretion. Priority 5 is the standard level of service.
8	Requested Off-cycle Read Date	Date	Date the meter is requested to be read. Is optional if the priority code is used.
9	Meter Access Instructions	Varchar(80)	Instructions on how to access the meter, or warnings (e.g. "Dog," "See Manager," "Careful," "Knock and wait")

### 8.7.3 Request off-cycle meter read completion transaction (ROC) — content

**Table 30. Request off-cycle meter read completion transaction (ROC)**

Sequence	Field	Data Type/Size	Description
1	Transaction Abbreviation	"ROC"	Abbreviation for the transaction name
2	Transaction Date Time	Date time format	Later of the time the transaction was created or last modified
3	Retailer ID	Retailer ID format	Recipient
4	Gas Distributor ID	Gas distributor ID format	Sender
5	Site ID	Site ID format	Site to perform off-cycle meter read
6	Completion Flag	Char(1)	"Y" if the meter read is complete, "N" if the meter read is incomplete
7	Off-cycle Incomplete Reason	Varchar(80)	Reason the off-cycle read was not completed
8	Requested Off-cycle Read Date	Date format	Date off-cycle read was requested to be completed

## **8.8 Transaction status codes**

After a recipient receives a transaction, the recipient may screen the transaction for errors in the content or format of the transaction itself. The notification to the sender of the error status of the transaction should use whichever of the status codes in the Transaction Status Code Table in Appendix A are appropriate for the error identified.

## **9 Performance standards for meter data managers operating in the province of Alberta**

### **9.1 Overview**

The purpose of this section is to define the responsibilities and performance standards for MDMs within the province of Alberta.

### **9.2 Roles and responsibilities**

- (1) The MDM is the entity responsible for collecting meter data, validating and correcting meter data, storing historic data and reporting data to required parties.
- (2) Accountability for accuracy of meter data shall be the responsibility of one and only one entity. Accountabilities are as follows:
  - (a) A gas distributor is responsible to provide a meter and all meter-related services, including the function of MDM.
  - (b) The gas distributor may make arrangements under which other parties perform any or all of the functions of the MDM if the arrangements do not diminish or remove the responsibility or liability of the gas distributor for carrying out those functions.

### **9.3 Cumulative meter data performance standards**

The following section of the MDM performance standards deals with cumulative meters that are defined as per Industry Canada approved devices that measure and register the integral of gas quantity with respect to time. This section is also applicable to virtual metering points that are effective points of measurement that may or may not be physically locatable. Virtual metering points are the calculated values based on two or more cumulative meters.

#### **9.3.1 Data collection**

##### **9.3.1.1 Definition of approved meter reads**

An approved meter read shall be defined as any one of the four options shown below:

- (1) a physical on-site meter read obtained and validated by the MDM responsible for reading the meter;
- (2) a remote meter read performed by an automated meter reading system (AMR);
- (3) a meter read obtained by the customer and validated by the gas distributor; or
- (4) estimates for sites with specific conditions as specified in Section 9.3.2.2(3).

##### **9.3.1.2 Data collection elements**

As a minimum, the data captured or verified during the data collection process must contain the following data elements:

- (1) Meter number.
- (2) Date of meter read.
- (3) Reading for all valid registers from the meter.

### 9.3.2 Validation of meter data

#### 9.3.2.1 Validation tests

The MDM shall validate all cumulative meters using the following validation tests. If the metering data passes the validation tests, the data shall be considered settlement ready and shall be provided to the designated parties as per Section 9.3.4. Metering data that fails one or more validation tests shall be verified by the MDM as specified in Section 9.3.2.2(1).

**Table 31. Cumulative metering validation tests**

Check	Test	Description	Pass/Fail Criteria
Meter number	Compare meter number with expected Meter Number for site	Meter number must match expected meter number	Pass: meter number = expected meter number Fail: meter number $\neq$ expected meter number
Number of dials	Compare the number of digits on meter reading with expected number of digits for meter	The number of digits in meter reading must be equivalent to the number of digits or dials on the meter display	Pass: # digits = expected # dials Fail: # digits $\neq$ expected # dials
High and low usage	Compare actual usage with historical usage (for energy meters only)	MDMs will continue to use their current high/low validation routines. These routines shall be published and made available to the market.	Pass: low limit < usage < high limit Fail: low limit > usage > high limit
High and low demand	Compare average demand with historical demand (for demand meters only)	MDMs will continue to use their current high/low validation routines. These routines shall be published and made available to the market.	Pass: low limit < demand < high limit Fail: low limit > demand > high limit

#### 9.3.2.2 Verification, editing and estimation of data

##### (1) Verification of data

- (a) If the meter reading fails one or more validation tests, the MDM shall verify the validity of the test failure.
- (b) If the MDM determines that the meter data is valid, then the original meter reading shall be considered settlement ready and shall be provided as a verified and edited (VE) meter reading in the DCM.
- (c) If the MDM determines that the data is invalid, then the MDM shall discard the failed data.

##### (2) Editing of data (data replacement)

- (a) If a previously submitted meter reading is subsequently found by the MDM to be suspect, the MDM shall submit cancellation DCM(s) for the suspect meter reading as soon as reasonably possible.
- (b) If the cancellation DCM causes the condition where there is no reported meter reading for the past two months, then the MDM shall provide replacement data for the cancellation DCM as soon as is practicable but in

no circumstances greater than 20 business days from the date of the cancellation DCM.

(3) Estimation of data

(a) Estimation of meter reading data shall take place only in these circumstances:

- (i) where a meter has failed and the meter reading cannot be obtained by any means, or
- (ii) where energy diversion or theft has occurred.

(b) Under the circumstances specified in (a), the MDM shall provide a site-specific estimate of actual usage for the period from the last validated meter reading to a current date. The data shall be reported as estimated (“ES”) meter reading in the DCM.

**9.3.2.3 Investigation and notification**

- (1) If a meter is found to be suspect as a result of the data verification, editing and estimation process, the MDM shall notify the owner of the meter within one business day.
- (2) The owner of the meter shall be responsible for replacing or repairing the defective meter within 20 business days from the day of notification from the MDM of a suspect cumulative meter.

**9.3.3 Data storage**

In addition to requirement outlined in the *Electricity and Gas Inspection Regulations*, the MDM shall store all original meter readings, validation results, estimated readings, issued DCMs and cancelled DCMs for a period of at least 24 months from the last data revision date.

**9.3.4 Data provision**

- (1) The MDM shall provide settlement-ready data in DCM records, as specified in Section 8.6.1.1, to the LSA and to retailers, no later than the eighth business day from the date of the meter read.
- (2) The MDM shall ensure that reporting of DCM data for a site will not generate date overlaps or leave date gaps with previously reported DCMs for that site. That is, for any valid site, the energy flow for any past single day must be accounted for in the effective time interval (as calculated from the difference between the Current Reading Date Time field and the Last Reading Date Time field) of one and only one DCM.
- (3) The reporting date in the DCM Current Reading Date Time field shall be the date the meter was actually read. If the Current Meter Dial Reading field is the same as the Last Meter Dial Reading field contained in a DCM (i.e. zero consumption), the Current Reading Date Time field may be deemed to be any date that is between the current reading date and the last reading date.
- (4) The reporting time in the DCM Current Reading Date Time field may, at the option of the MDM, be reported as actual meter read time or a consistently deemed meter read time between 00:00:00 and 23:59:59.

## 10 Settlement performance reporting

### 10.1 Reporting requirements

On a monthly basis the LSA will make the following reports available to the natural gas market participants and to the AUC.

### 10.2 Site DCM information

Each month the LSA will complete the table below related to site DCM information for each profile class for each settlement run for each zone. For example the statistics reported for the settlement month of January would be reported in February (S1), March (S2) and May (S3).

**Table 32. Site DCM information**

Profile Class	Average # Sites without DCM	Average % Sites without DCM	Average GJ Consumption without DCM	Average % Consumption without DCM
Profile class 1				
Profile class 2				
Profile class 3				
Etc.				
Total system				

### 10.3 Settlement accuracy at final settlement

Each month the LSA will complete the table below related to settlement accuracy for each zone. Specifically, comparisons between final settlement (S3) and backcast (B1), initial monthly settlement (S1) and interim settlement (S2) will be provided. For example, the January Settlement Month statistics would be reported in May.

**Table 33. Settlement accuracy at final settlement**

Profile Class	Mean Absolute Deviation (GJ)	Mean Absolute Percent Error %
Profile class 1		
Profile class 2		
Profile class 3		
Etc.		
Total system		

### 10.4 System information

System information relates to the gas receipts and gas deliveries for the gas distribution system in total for each zone. The LSA will provide an estimate of total system receipts for each day in the settlement month and final settlement of the total system gas consumption will be provided at the time retailer final settlement (S3) is issued. For example, the statistics reported in the month of January would be for the settlement month of September. The annual system data used to derive unaccounted-for gas will be provided at the time of the unaccounted-for gas recovery rider application (per Section 4.1).

**Table 34. System information**

	<b>System Receipt (GJ)</b>	<b>Final Settlement (S3) System Data (GJ)</b>
Day 1		
Day 2		
Day 3		
Etc.		

# **Appendix A**

## **Supplementary Tables**

## Appendix A – Supplementary tables

The intent of this appendix is to facilitate any table revisions outside of the standard AUC rule making process. In general, table revisions contemplated are those that would have little impact to natural gas market participants. Should table revisions be needed, the Commission will issue a bulletin notifying natural gas market participants.

**Table A-1 PFEC Application Form**

Instructions for filling in the PFEC Application Form:

- (1) All fields, unless otherwise marked, are mandatory.
- (2) Grey shaded sections to be completed by the LSA, MDM or gas distributor investigating this PFEC Application Form.
- (3) Attach additional information labelled Appendix 1, 2, 3, etc.

**Table A-1 PFEC Application Form**

<b>PART ONE</b>		<b>PFEC Reference #:</b>			
<b>Initiator Contact Information</b>				<b>Error Information</b>	
Contact Name:				Site / Socket ID #	
Company Name:				Retailer ID#	
Phone Number:				Site Address (optional)	
Email Address:				<b>Time Period</b> From:	
<b>Error Type (mark with an "x"):</b>				To:	
Meter-Related			Settlement-Related		Settlement Run: (B1,S1,S2,S3)
<b>Application Initiated by (mark with an "x"):</b>				<b>Date of Application:</b>	
Retailer		LSA			
<b>Investigator Contact Information (if not LSA)</b>				<b>Affected Parties: (if known)</b>	
Company Name:				Company Name:	
Contact Name:				Contact Name:	
Phone Number:				Phone Number:	
Email Address:				Email Address:	
<b>Type of Error (mark with an "x")</b>					
<u>Energize/De-energize</u>					
<u>Enrolment</u>					
<u>Calculation</u>					
<u>Consumption/Meter Read</u>					
<b>Site Characteristics:</b>					
Loss Group Code					
Profile Class					
Zone					
<b>Details of Problem:</b>					
<b>Original data and background information regarding error (including GJs):</b>					
<b>Proposed Revisions:</b>					
<b>Rationale for Revisions:</b>					

<b>PART TWO (Grey shaded sections to be completed by the LSA, MDM or gas distributor investigating this PFEC Application)</b>			
LSA ID#:		Retailer ID# (if applicable):	MDM ID# (if applicable):
<b>Determination and comments:</b>			
<b>Action taken (if any) and date:</b>			
<b>Response Date:</b>			
		Signature of Respondent:	
		Respondent Name:	
		Phone Number:	

**Table A-2 Business function ID**

Code	Meaning
DE	Default supply provider
RE	Competitive retailer
SR	Self retailer

**Table A-3 Gas distributor ID**

A four-digit number uniquely represents each gas distributor operating within Alberta.

Gas Distributor ID	Name of Gas Distributor	Active	Expiry
0001	ATCO Gas North	Jan 01, 2001	Jan 01, 2099
0003	ATCO Gas South	Jan 01, 2001	Jan 01, 2099
0007	AltaGas Utilities Inc.	Jan 01, 2001	Jan 01, 2099

**Table A-4 Load settlement agent (LSA) ID**

A four-digit number uniquely represents each Load Settlement Agent (LSA) operating within Alberta.

LSA ID	Settlement Zone	LSA Name	Active	Expiry
1001	ATCO Gas North and ATCO Gas South	ATCO Gas	Jan 01, 2001	Dec 31, 2099
1007	AltaGas Utilities Inc.	AltaGas Utilities Inc.	Jan 01, 2001	Dec 31, 2099

**Table A-5 Meter data manager (MDM) ID**

A four-digit number uniquely represents each meter data management company operating within Alberta.

MDM ID	MDM Name	Active	Expiry
2001	ATCO	Jan 01, 2001	Dec 31, 2099
2007	AltaGas Utilities Inc.	Jan 01, 2001	Dec 31, 2099

**Table A-6 Zone ID**

A four-digit number that uniquely represents each gas distribution zone. The ID is assigned by the LSA.

Zone ID	Zone Name	Active	Expiry
0101	ATCO Gas North distribution zone	Jan 01, 2001	Dec 31, 2099
0103	ATCO Gas South distribution zone	Jan 01, 2001	Dec 31, 2099
0107	AltaGas Utilities Inc.	Jan 01, 2001	Dec 31, 2099

**Table A-7 DCM status flag codes**

The following data status flag codes are mandatory for inclusion with all DCM transactions:

Code	Meaning
ME	Passed the MDM's validation tests
VE	Failed the MDM's validation tests, but passed verification process
ES	Estimated

**Table A-8 Settlement code transaction status codes**

Status Code	Description	Applicable Transaction	Txn w/o Status	Section Causing Error	Field Causing Error
0000	Transaction successful	All			
0001	Invalid transaction abbreviation	All			Transaction Abbreviation

Status Code	Description	Applicable Transaction	Txn w/o Status	Section Causing Error	Field Causing Error
0002	Invalid date time format	All			Transaction Date Time
0003	Invalid meter data manager ID	DCM			MDM ID
0004	Invalid meter data manager ID for site	DCM			MDM ID
0005	Invalid retailer ID	DCM			Retailer ID
0005	Invalid retailer ID	DEF			Retailer ID
0005	Invalid retailer ID	DSN			Retailer ID
0005	Invalid retailer ID	ENF			Retailer ID
0005	Invalid retailer ID	RDC			Retailer ID
0005	Invalid retailer ID	ROC			Retailer ID
0005	Invalid retailer ID	SRN			Retailer ID
0005	Invalid retailer ID	SRR			Retailer ID
0005	Invalid retailer ID	WSI			Retailer ID
0005	Invalid retailer ID		DSR		Retailer ID
0005	Invalid retailer ID		SRN		Retailer ID
0005	Invalid retailer ID		SRO		Retailer ID
0006	Invalid retailer ID – not eligible for new switches	SRN			Retailer ID
0006	Invalid retailer ID – not eligible for new switches	SRR			Retailer ID
0007	Invalid retailer ID – not valid for this gas services provider	SRN			Retailer ID
0007	Invalid retailer ID – not valid for this gas services provider	SRR			Retailer ID
0008	Invalid retailer ID for site	DCM			Retailer ID
0008	Invalid retailer ID for site	DEF			Retailer ID
0008	Invalid retailer ID for site	DIM			Retailer ID
0008	Invalid retailer ID for site	DSN			Retailer ID
0008	Invalid retailer ID for site	ENF			Retailer ID
0008	Invalid retailer ID for site	RDC			Retailer ID
0008	Invalid retailer ID for site	ROC			Retailer ID
0008	Invalid retailer ID for site	WSI			Retailer ID
0008	Invalid retailer ID for site		SRO		Retailer ID
0009	Invalid LSA ID	DCM			LSA ID
0009	Invalid LSA ID	SRN			LSA ID
0009	Invalid LSA ID	SRR			LSA ID
0009	Invalid LSA ID	WSI			LSA ID
0009	Invalid LSA ID		SRN		LSA ID
0009	Invalid LSA ID		SRO		LSA ID
0011	Invalid gas distributor ID	DEF			Gas Distributor ID
0011	Invalid gas distributor ID	DSN			Gas Distributor ID
0011	Invalid gas distributor ID	ENF			Gas Distributor ID
0011	Invalid gas distributor ID	RDC			Gas Distributor ID
0011	Invalid gas distributor ID	ROC			Gas Distributor ID
0011	Invalid gas distributor ID	UCI			Gas Distributor ID
0011	Invalid gas distributor ID		DSR		Gas Distributor ID
0012	Invalid gas distributor ID for site	DSN			Gas Distributor ID
0012	Invalid gas distributor ID for site	UCI			Gas Distributor ID
0012	Invalid gas distributor ID for site		DSR		Gas Distributor ID
0013	Invalid site ID	DCM			Site ID
0013	Invalid site ID	DEF			Site ID
0013	Invalid site ID	DSN			Site ID
0013	Invalid site ID	ENF			Site ID
0013	Invalid site ID	RDC			Site ID

Status Code	Description	Applicable Transaction	Txn w/o Status	Section Causing Error	Field Causing Error
0013	Invalid site ID	ROC			Site ID
0013	Invalid site ID	SRN			Site ID
0013	Invalid site ID	SRR			Site ID
0013	Invalid site ID	UCI			Site ID
0013	Invalid site ID		DSR		Site ID
0013	Invalid site ID		SRO		Site ID
0014	Site already enrolled with this retailer	SRN			Site ID
0014	Site already enrolled with this retailer	SRR			Site ID
0015	Site has been salvaged	SRN			Site ID
0015	Site has been salvaged	SRR			Site ID
0016	Site not allowed to switch	SRN			Site ID
0016	Site not allowed to switch	SRR			Site ID
0017	Switch has already been processed for site	SRN			Site ID
0017	Switch has already been processed for site	SRR			Site ID
0018	Invalid priority code	DEF			Priority Code
0018	Invalid priority code	ENF			Priority Code
0018	Invalid priority code	RDC			Priority Code
0018	Invalid priority code	ROC			Priority Code
0018	Invalid priority code	SRN			Priority Code
0018	Invalid priority code	SRR			Priority Code
0019	Invalid date format	DSN			Requested De-select Date
0019	Invalid date format		DSR		Requested De-select Date
0020	Invalid socket ID	DCM			Socket ID
0021	Transaction Status Code field must be [null]	DCM			Transaction Status Code
0021	Transaction Status Code field must be [null]	SRN			Transaction Status Code
0021	Transaction Status Code field must be [null]	SRR			Transaction Status Code
0021	Transaction Status Code field must be [null]	WSI			Transaction Status Code
0021	Transaction Status Code field must be [null]		DSR		Transaction Status Code
0022	Business Function ID field must be [null]	DCM			Business Function ID
0024	Invalid number of fields in the transaction	DCM			
0024	Invalid number of fields in the transaction	DSN			
0024	Invalid number of fields in the transaction	SRN			
0024	Invalid number of fields in the transaction	SRR			
0024	Invalid number of fields in the transaction	UCI			
0024	Invalid number of fields in the transaction	WSI			
0024	Invalid number of fields in the transaction		DSR		
0024	Invalid number of fields in the transaction		SRN		
0024	Invalid number of fields in the transaction		SRO		

Status Code	Description	Applicable Transaction	Txn w/o Status	Section Causing Error	Field Causing Error
0025	Zone ID invalid - format, length, missing	WSI			Zone ID
0026	Invalid business function ID	DCM			Business Function ID
0026	Invalid business function ID	DEF			Business Function ID
0026	Invalid business function ID	SRN			Business Function ID
0026	Invalid business function ID	SRR			Business Function ID
0026	Invalid business function ID	WSI			Business Function ID
0026	Invalid business function ID		DSR		Business Function ID
0026	Invalid business function ID		SRN		Business Function ID
0026	Invalid business function ID		SRO		Business Function ID
0027	Other	DCM			
0027	Other	DIM			
0027	Other	DSN			
0027	Other	ENF			
0027	Other	SRN			
0027	Other	SRR			
0027	Other	UCI			
0027	Other	WSI			
0027	Other		DSR		
0027	Other		SRO		
0051	Valid UCI not received	SRN			
0051	Valid UCI not received	SRR			
0053	Field too long	UCI		General Information	C/O or Attention Field
0057	Invalid GST exemption indicator	UCI		General Information	GST Canada Customs & Revenue Agency Exemption Indicator
0058	Field too long	ENF			Meter Access Notes
0058	Field too long	RDC			Meter Access Notes
0058	Field too long	ROC			Meter Access Notes
0058	Field too long	UCI		General Information	Meter Access Notes
0060	Invalid SIC code	UCI		General Information	SIC Code
0061	Customer first, last, and middle names not allowed with customer company name	UCI		Customer Name	Customer Company Name
0062	Field too long	UCI		Customer Name	Customer Company Name
0063	Customer first name required	UCI		Customer Name	Customer First Name
0064	Field too long	UCI		Customer Name	Customer First Name
0065	Customer last name required	UCI		Customer Name	Customer Last Name
0066	Field too long	UCI		Customer Name	Customer Last Name
0067	Field too long	UCI		Customer Name	Customer Middle Name
0068	Customer name required	UCI		Customer Name	Customer Name
0069	City is required	UCI		Customer Mailing Address	City
0070	Field too long	UCI		Customer Mailing Address	City
0071	Invalid city quadrant	UCI		Customer Mailing Address	City Quadrant
0072	Field too long	UCI		Customer Mailing Address	Compartment
0073	Country is required	UCI		Customer Mailing Address	Country
0074	Invalid country	UCI		Customer Mailing	Country

Status Code	Description	Applicable Transaction	Txn w/o Status	Section Causing Error	Field Causing Error
				Address	
0075	Customer mailing address required	UCI		Customer Mailing Address	Customer Mailing Address
0076	Invalid mailing address combination	UCI		Customer Mailing Address	Customer Mailing Address
0077	Only one of civic address, Delivery address, road address, or foreign address may be included	UCI		Customer Mailing Address	Customer Mailing Address
0078	An address for suburban services. Mobile or rural routes cannot have a delivery installation.	UCI		Customer Mailing Address	Delivery Installation Name
0079	Field too long	UCI		Customer Mailing Address	Delivery Installation Name
0080	Field too long	UCI		Customer Mailing Address	Foreign Address 1
0081	Field too long	UCI		Customer Mailing Address	Foreign Address 2
0082	Field too long	UCI		Customer Mailing Address	Foreign Address 3
0083	Field too long	UCI		Customer Mailing Address	Foreign Address 4
0084	Invalid general delivery indicator	UCI		Customer Mailing Address	General Delivery Indicator
0085	Field too long	UCI		Customer Mailing Address	House Number
0086	House number required	UCI		Customer Mailing Address	House Number
0087	Field too long	UCI		Customer Mailing Address	Letter Carrier Depot
0088	Field too long	UCI		Customer Mailing Address	Lot ID
0089	Field too long	UCI		Customer Mailing Address	Mobile Route
0090	Field too long	UCI		Customer Mailing Address	Post Office Box
0091	Field too long	UCI		Customer Mailing Address	Post Road Number
0092	Post road number required	UCI		Customer Mailing Address	Post Road Number
0093	Invalid postal code format	UCI		Customer Mailing Address	Postal Code
0094	Field too long	UCI		Customer Mailing Address	Pre Road Number
0095	Pre road number required	UCI		Customer Mailing Address	Pre Road Number
0096	Invalid province / state code	UCI		Customer Mailing Address	Province / State Code
0097	Province / state code is required	UCI		Customer Mailing Address	Province / State Code
0098	Field too long	UCI		Customer Mailing Address	Retail Postal Outlet
0099	Invalid road type	UCI		Customer Mailing Address	Road Type
0100	Road type required	UCI		Customer Mailing Address	Road Type
0101	Field too long	UCI		Customer Mailing	Rural Route

Status Code	Description	Applicable Transaction	Txn w/o Status	Section Causing Error	Field Causing Error
				Address	
0102	Field too long	UCI		Customer Mailing Address	Site Number
0103	Site number is only valid when used in combination with a rural route	UCI		Customer Mailing Address	Site Number
0104	Field too long	UCI		Customer Mailing Address	Station Name
0105	Invalid street direction code	UCI		Customer Mailing Address	Street Direction
0106	Field too long	UCI		Customer Mailing Address	Street Name
0107	Street name required	UCI		Customer Mailing Address	Street Name
0108	Invalid street pre-direction code	UCI		Customer Mailing Address	Street Pre-Direction
0109	Invalid street type code	UCI		Customer Mailing Address	Street Type Code
0110	Street type code required	UCI		Customer Mailing Address	Street Type Code
0111	Field too long	UCI		Customer Mailing Address	Suburban Service
0112	Invalid unit definer	UCI		Customer Mailing Address	Unit Definer
0113	Unit definer not allowed with unit number	UCI		Customer Mailing Address	Unit Definer
0114	Field too long	UCI		Customer Mailing Address	Unit Number
0115	Field too long	UCI		Customer Phone & Email	Customer Email Address
0116	Invalid customer tax number	UCI		Customer Phone & Email	Customer Fax Number
0117	Invalid customer mobile number	UCI		Customer Phone & Email	Customer Mobile Phone
0118	Invalid customer pager number	UCI		Customer Phone & Email	Customer Pager Number
0119	Invalid customer phone number	UCI		Customer Phone & Email	Customer Phone Number
0120	Field too long	UCI		Contact Name	Company Name
0121	First, last and middle names not allowed with company name	UCI		Contact Name	Company Name
0122	Field too long	UCI		Contact Name	First Name
0123	First name required	UCI		Contact Name	First Name
0124	Field too long	UCI		Contact Name	Last Name
0125	Last name required	UCI		Contact Name	Last Name
0126	Field too long	UCI		Contact Name	Middle Name
0127	Contact name is required	UCI		Contact Name	Name
0128	Field too long	UCI		Contact Phone & Email	Email Address
0129	Invalid fax number	UCI		Contact Phone & Email	Fax Number
0130	Invalid mobile number	UCI		Contact Phone & Email	Mobile Phone
0131	Invalid pager number	UCI		Contact Phone & Email	Pager Number
0132	Invalid phone number	UCI		Contact Phone &	Phone Number

Status Code	Description	Applicable Transaction	Txn w/o Status	Section Causing Error	Field Causing Error
				Email	
0133	Field too long	UCI		Owner Name	Owner Company Name
0134	First, last and middle names not allowed with company name	UCI		Owner Name	Owner Company Name
0135	Field too long	UCI		Owner Name	Owner First Name
0136	First name required	UCI		Owner Name	Owner First Name
0137	Field too long	UCI		Owner Name	Owner Last Name
0138	Last name required	UCI		Owner Name	Owner Last Name
0139	Field too long	UCI		Owner Name	Owner Middle Name
0140	City is required	UCI		Owner Mailing Address	City
0141	Field too long	UCI		Owner Mailing Address	City
0142	Invalid city quadrant	UCI		Owner Mailing Address	City Quadrant
0143	Field too long	UCI		Owner Mailing Address	Compartment
0144	Country is required	UCI		Owner Mailing Address	Country
0145	Invalid country	UCI		Owner Mailing Address	Country
0146	An address for suburban services. Mobile or rural routes cannot have a delivery installation.	UCI		Owner Mailing Address	Delivery Installation Name
0147	Field too long	UCI		Owner Mailing Address	Delivery Installation Name
0148	Field too long	UCI		Owner Mailing Address	Foreign Address 1
0149	Field too long	UCI		Owner Mailing Address	Foreign Address 2
0150	Field too long	UCI		Owner Mailing Address	Foreign Address 3
0151	Field too long	UCI		Owner Mailing Address	Foreign Address 4
0152	Invalid general delivery indicator	UCI		Owner Mailing Address	General Delivery Indicator
0153	Field too long	UCI		Owner Mailing Address	House Number
0154	House number required	UCI		Owner Mailing Address	House Number
0155	Field too long	UCI		Owner Mailing Address	Letter Carrier Depot
0156	Field too long	UCI		Owner Mailing Address	Lot ID
0157	Field too long	UCI		Owner Mailing Address	Mobile Route
0158	Invalid mailing address combination	UCI		Owner Mailing Address	Owner Mailing Address
0159	Only one of civic address. Delivery address, road address or foreign address may be included	UCI		Owner Mailing Address	Owner Mailing Address
0160	Field too long	UCI		Owner Mailing Address	Post Office Box
0161	Field too long	UCI		Owner Mailing Address	Post-Road Number
0162	Post-road number required	UCI		Owner Mailing	Post-Road Number

Status Code	Description	Applicable Transaction	Txn w/o Status	Section Causing Error	Field Causing Error
				Address	
0163	Invalid postal code format	UCI		Owner Mailing Address	Postal Code
0164	Field too long	UCI		Owner Mailing Address	Pre-Road Number
0165	Pre-road number required	UCI		Owner Mailing Address	Pre-Road Number
0166	Invalid province / state code	UCI		Owner Mailing Address	Province / State Code
0167	Province / state code is required	UCI		Owner Mailing Address	Province / State Code
0168	Field too long	UCI		Owner Mailing Address	Retail Postal Outlet
0169	Invalid road type	UCI		Owner Mailing Address	Road Type
0170	Road type required	UCI		Owner Mailing Address	Road Type
0171	Field too long	UCI		Owner Mailing Address	Rural Route
0172	Field too long	UCI		Owner Mailing Address	Site Number
0173	Site number is only valid when used in combination with a rural route	UCI		Owner Mailing Address	Site Number
0174	Field too long	UCI		Owner Mailing Address	Station Name
0175	Invalid street direction code	UCI		Owner Mailing Address	Street Direction
0176	Field too long	UCI		Owner Mailing Address	Street Name
0177	Street name required	UCI		Owner Mailing Address	Street Name
0178	Invalid street pre-direction code	UCI		Owner Mailing Address	Street Pre-Direction
0179	Invalid street type code	UCI		Owner Mailing Address	Street Type Code
0180	Street type code required	UCI		Owner Mailing Address	Street Type Code
0181	Field too long	UCI		Owner Mailing Address	Suburban Service
0182	Invalid unit definer	UCI		Owner Mailing Address	Unit Definer
0183	Unit definer not allowed with unit number	UCI		Owner Mailing Address	Unit Definer
0184	Field too long	UCI		Owner Mailing Address	Unit Number
0185	Field too long	UCI		Owner Phone & Email	Owner Email Address
0186	Invalid fax number	UCI		Owner Phone & Email	Owner Fax Number
0187	Invalid mobile number	UCI		Owner Phone & Email	Owner Mobile Phone
0188	Invalid pager number	UCI		Owner Phone & Email	Owner Pager Number
0189	Invalid phone number	UCI		Owner Phone & Email	Owner Phone Number

Status Code	Description	Applicable Transaction	Txn w/o Status	Section Causing Error	Field Causing Error
0190	Field too long	SRN			Retailer Account Number
0190	Field too long	SRR			Retailer Account Number
0190	Field too long	UCI			Retailer Account Number
0191	Field too long	SRN			Retailer Reference Number
0191	Field too long	SRR			Retailer Reference Number
0191	Field too long	UCI			Retailer Reference Number
0191	Field too long		SRN		Retailer Reference Number
0192	Site owner name is required	UCI		Owner Name	
0193	Invalid business number	UCI		Customer Phone & Email	Customer Business Phone
0194	Invalid business number	UCI		Contact Phone & Email	Contact Business Phone
0195	Invalid business number	UCI		Owner Phone & Email	Owner Business Phone
0196	Invalid meter information	DCM			
0197	Invalid de-select reason		DSR		De-select Reason
0198	Invalid date - notification period too long		DSR		Requested De-select Date
0200	Invalid de-select reason	DSN			De-select Reason
0201	Invalid requested de-select date-format, length.	DSN			Requested De-select Date
0202	Already de-selected	DSN			Site ID
0501	Meter number invalid – format, length	DCM			Meter Number
0503	GJ invalid - format, length, missing on meter	DCM			Energy Usage
0504	GJ invalid - format, length, missing on demand meter	DCM			Max Active Demand
0505	Last Reading Date Time field invalid – format, length	DCM			Last Reading Date Time
0506	Current Reading Date Time field invalid – format, length	DCM			Current Reading Date Time
0507	Last Meter Dial Reading field invalid – format, length	DCM			Last Meter Dial Reading
0508	Current Meter Dial Reading field invalid - format, length	DCM			Current Meter Dial Reading
0509	Max Reading field invalid - format, length, missing on energy meter	DCM			Max Active Demand
0510	Max Reading field invalid - format, length, missing on meter	DCM			Max Active Demand
0511	Meter Multiplier field invalid - format, length, missing	DCM			Billing Multiplier
0515	Record Status field invalid – format, length	DCM			Record Status
0516	Cumulative meter read to be cancelled does not exist	DCM			Record Status
0517	Fields differ from original meter read. Cancel aborted	DCM			Record Status
0518	Use of one of the meter read dates would create an overlap	DCM			Record Status
0519	“CA” record encountered after regular reads. Cancel aborted	DCM			Record Status
0520	Meter read values and consumption cannot be negative	DCM			Energy Usage
0553	GJ invalid – format, length	DCM			Energy Usage
0559	Interval Period field invalid – format,	WSI			Interval Period

Status Code	Description	Applicable Transaction	Txn w/o Status	Section Causing Error	Field Causing Error
	length, missing				
0561	Active Demand Status field invalid – format, length	DCM			Active Demand Status
0562	Energy Usage Status field invalid – format, length	DCM			Energy Usage Status
0563	Active Demand Status field invalid – format, length	DCM			Active Demand Status
1002	Loss Group Code field invalid – format, length, missing		SRN		Loss Group Code
1003	Enrolment Notification Code field invalid – format, length, missing		SRN		Enrolment Notification Code
1004	Retailer Account Number field invalid format, length	SRN			Retailer Account Number
1004	Retailer Account Number field invalid format, length	SRR			Retailer Account Number
1004	Retailer Account Number field invalid format, length	UCI			Retailer Account Number
1004	Retailer Account Number field invalid – format, length		SRN		Retailer Account Number
1004	Retailer Account Number field invalid format, length		SRO		Retailer Account Number
1005	Retailer Reference Number field invalid – format, length	SRN			Retailer Reference Number
1005	Retailer Reference Number field invalid - format, length	SRR			Retailer Reference Number
1005	Retailer Reference Number field invalid – format, length	UCI			Retailer Reference Number
1006	LSA Transfer Number field invalid – format, length		SRN		LSA Transfer Number
1006	LSA Transfer Number field invalid – format, length		SRO		LSA Transfer Number
1052	Switch Date field invalid – format, length, missing		SRN		Switch Date
1052	Switch Date field invalid – format, length, missing		SRO		Switch Date
1100	Client distributor ID invalid format, length	WSI			Client Distributor
1101	Settlement Run Date Time field invalid – format, length, missing	WSI			Settlement Run Date Time
1102	Settlement As At Date Time field invalid - format, length, missing	WSI			Settlement As At Date Time
1103	Settlement Type field invalid - format, length, missing	WSI			Settlement Type
1108	Retailer Usage Total (GJs) field invalid – format, length, missing	WSI			Retailer Usage Total (GJs)
1200	Already de-energized	DEF			Site ID
1201	Requested De-energize Date field invalid - format, length, missing	DEF			Requested De-energize Date
1202	De-energize Reason field invalid - format, length, missing	DEF			De-energize Reason
1203	Already energized	ENF			Site ID
1204	Requested Energize Date field invalid - format, length, missing	ENF			Energize Date
1205	Site does not have infrastructure	ENF			Site ID
1206	De-energize not requested	RDC			Site ID

Status Code	Description	Applicable Transaction	Txn w/o Status	Section Causing Error	Field Causing Error
1207	Not energized	RDC			Site ID
1208	Requested Off-cycle Read Date field invalid – format, length, missing	ROC			Requested Off-cycle Read Date
1209	De-select not requested	SRR			
1209	De-select not requested	DSR			
1210	Access refused	DEF			
1210	Access refused	ENF			
1210	Access refused	RLC			
1210	Access refused	ROC			
1211	Building condemned	ENF			
1211	Building condemned	ROC			
1212	Contact name missing	DEF			
1212	Contact name missing	ENF			
1213	Contact phone missing or invalid	DEF			
1213	Contact phone missing or invalid	ENF			
1214	Customer request	DEF			
1214	Customer request	ENF			
1215	Date cannot be in the past	DEF			
1215	Date cannot be in the past	DSN			
1215	Date cannot be in the past	ENF			
1215	Date cannot be in the past	ROC			
1216	Incorrect premises	DEF			
1216	Incorrect premises	ENF			
1216	Incorrect premises	ROC			
1217	No access to site	DEF			
1217	No access to site	ENF			
1217	No access to site	ROC			
1218	No longer required	DEF			
1218	No longer required	ENF			
1218	No longer required	ROC			
1219	Safety	DEF			
1219	Safety	ENF			
1219	Safety	ROC			
1220	Site locked for CONP	ENF			
1221	Work volume exceeded	DEF			
1221	Work volume exceeded	ENF			
1221	Work volume exceeded	ROC			
1222	Critical impact to customer	DEF			
1223	Customer not moving	DEF			
1225	More than one customer affected	DEF			
1226	New customer	DEF			
1227	Not retailer within required period	DEF			
1229	Temperature outside limits	DEF			
1230	De-select cancellation too late	RDS			
1231	De-select not in progress	RDS			
1232	No CONP lock held by retailer	RCC			

**Table A-9 Transactions timing table**

The following table details the timing of the transactions.

Process (could involve other transactions)	Transaction	Input from (data source)	Output to (i.e. LSA, MDM, retailer, etc.)	Work completion to notification delay (maximum)
Select Retailer Request	SRR	New retailer	LSA	Refer to Section 7.3
Select Retailer Notification	SRN	LSA	New retailer	Refer to Section 7.3
Notify Old Retailer	SRO	LSA	Old retailer	Refer to Section 7.3
Update Customer Information	UCI	Retailer	Gas distributor	Refer to Section 8.6.4.1
Request Update Customer Information	RUC	Gas distributor	Retailer	Refer to Section 8.6.4.2
Energize Request	ENR	Retailer	Gas distributor	
Energize Failure	ENF	Gas distributor	Retailer	5 business days
Energize Completion	ENC	Gas distributor	Retailer, MDM, LSA	5 business days
De-energize Request	DER	Retailer	Gas distributor	
De-energize Failure	DEF	Gas distributor	Retailer	5 business days
De-energize Completion	DEC	Gas distributor	Retailer, MDM, LSA	5 business days
Request Off-cycle Meter Read	ROR	Retailer	Gas distributor	
Request Off-cycle Meter Read Completion	ROC	Gas distributor	Retailer	5 business days
Revoke De-energize Request	RDR	Retailer	Gas distributor	
De-select Request	DSR	Retailer	Gas distributor	Refer to Section 8.6.7 Figure 1
De-select Notification	DSN	Gas distributor	LSA, MDM, retailer	Refer to Section 8.6.7 Figure 1
Revoke De-select Request	RDS	Retailer	Gas distributor	Refer to Section 8.6.7 Figure 1
Revoke De-select Notification	RDN	Gas distributor	Retailer	Refer to Section 8.6.7 Figure 1
Site Metering Characteristics	SMC	Gas distributor	Retailer	5 business days
Site Profile Change	SPC	LSA	Retailer	5 business days
Daily Cumulative Meter Consumption	DCM	MDM	LSA, gas distributor, retailer	Refer to Section 9.3.4
Wholesale Settlement Information	WSI	LSA	Retailer	Refer to Section 4.3
Wholesale Settlement Summary	WSS	LSA	Retailer	Refer to Section 4.3

Process (could involve other transactions)	Transaction	Input from (data source)	Output to (i.e. LSA, MDM, retailer, etc.)	Work completion to notification delay (maximum)
Wholesale Settlement Details	WSD	LSA	Retailer	Refer to Section 4.3
Settlement Profile Value	SPV	LSA	All retailers	Refer to Section 4.3

# **Appendix B**

## **Transaction Transport Mechanism - VLTrader**

## **Appendix B – Transaction Transport Mechanism - VLTrader**

The current transport mechanism for exchanging transactions is VLTrader. A complete description of the version, standards, roles, responsibilities and guidelines required to exchange transactions can be found on the AUC website.