



## ATCO Gas

Retailer Service Part 3  
Natural Gas Settlement System Code

August 19, 2008

**ALBERTA UTILITIES COMMISSION**

Decision 2008-075: ATCO Gas

Retailer Service Part 3

Natural Gas Settlement System Code

Application No. 1566825

Proceeding ID. 21

August 19, 2008

Published by

Alberta Utilities Commission

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## **1 INTRODUCTION**

The Alberta Utilities Commission (AUC or the Commission) received Application 1566825 (the Application) from ATCO Gas requesting approval of a Natural Gas Settlement System Code (NGSSC) as part of its Retailer Service implementation process.

## **2 BACKGROUND**

This Application advances a series of prior proceedings dealt with by the Alberta Energy and Utilities Board (EUB) resulting from Application No. 1308709, ATCO Gas Retailer Service and Gas Utilities Act Compliance, which was filed with the EUB on July 25, 2003 (the 2003 Application). The EUB originally established a two phase process to review the 2003 Application, relating to interim Terms & Conditions of Service (T&Cs) (Phase 1) and final approval of the T&Cs, account balancing, load balancing and load settlement issues (Phase 2).

The Phase 1 issues were addressed in Decision [2003-102](#).<sup>1</sup> Phase 2 was divided into Parts; Part A (separation of load balancing from the Default Supply Provider (DSP) function) and Part B (load balancing methodology). Decision [2005-081](#)<sup>2</sup> dealt with Phase 2 Part A.

Phase 2 Part B was divided into the following modules:

- Module 1 – Customer Account Balancing Fundamentals
- Module 2 – Load Balancing
- Module 3 – Load Settlement Information Systems
- Module 4 – Procedural Documentation
- Module 5 – Phase 2 Part B Application

Modules 1 and 2 were addressed in Decision [2006-098](#),<sup>3</sup> which also directed that Module 3 should include an assessment of the accuracy arising from a one-year test of the Daily Forecasting and Settlement System (DFSS) that commenced on November 1, 2006. Decision 2006-098 recommended a consultative process to advance further modules. Appendix 5

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<sup>1</sup> Decision 2003-102 – ATCO Gas North and South Retailer Service and Gas Utilities Act Compliance - Phase 1 (Application 1308709, Released: December 22, 2003)

<sup>2</sup> Decision 2005-081 – ATCO Gas Retailer Service and Gas Utilities Act Compliance Phase 2 Part A (Application 1380942, Released: July 26, 2005)

<sup>3</sup> Decision 2006-098 – ATCO Gas Retailer Service and Gas Utilities Act Compliance Phase 2 Part B Customer Account Balancing and Load Balancing (Application No. 1411635, Released: October 10, 2006, Errata released: November 7, 2006)

to Decision 2006-098 included the following reference respecting the Retailer Service documentation process that is relevant respecting this Application:

#### **Module 4 – Procedural Documentation**

##### **Intent**

- Document all procedures

##### **Assess alternatives for collecting and documenting retail procedures to ensure continuity and prevent any impediments to competition**

- ATCO Customer Choice Guide
- Generic Gas Settlement System Code
- Other alternatives or combinations

##### **Finalize Terms and Conditions**

- Finalize the Distribution Access Service Terms and Conditions Article 13B – Retailer/DSP Service
- Assess the Distribution Access Service T&Cs (procedures between the Distribution Company and Retailers/DSP) and the Distribution Service Connections T&Cs (procedures between the Distribution Company and customers) with a view toward final approval *[if not completed in ATCO Gas 2003/2004 GRA Phase II Application 1416346]*

On October 3, 2007, the EUB received an application from ATCO Gas which proposed that in order to implement Retailer Service with a target date of October 1, 2008, the remainder of the Retailer Service process be completed in three parts:

- Part 1 - Issues that are not related to the one-year DFSS test results
- Part 2 - Issues that are related to the DFSS test results and revisions to the T&Cs
- Part 3 - Development of a gas settlement system code

Decision 2008-021<sup>4</sup> addressed Part 1. Part 2 issues will be dealt with subsequently<sup>5</sup> with a decision on these issues required by the AUC prior to any Retailer Service implementation. This Application addresses Part 3, which is proposed by ATCO Gas to address certain aspects of the procedural documentation process referenced earlier. ATCO Gas has requested that the AUC approve the NGSSC which is intended to be utilized to document standards for determining and communicating load settlement<sup>6</sup> procedures between ATCO Gas as the gas distribution company and gas retailers/DSP. The approval of the NGSSC was requested to be effective at such time as Retailer Service for ATCO Gas is implemented.

In this Application, ATCO Gas indicated that it commenced collaborative discussions related to a NGSSC in November 2007. ATCO Gas based the NGSSC on the electric settlement system

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<sup>4</sup> Decision 2008-021, ATCO Gas Retailer Service and Gas Utilities Act Compliance Module 3, Part 1 (Application 1482246, Released: March 17, 2008)

<sup>5</sup> The Part 2 issues were addressed by ATCO Gas in Application 1575607, Proceeding ID 68, entitled ATCO Gas Retailer Service – Application for Part 2 Matters filed June 10, 2008. This application is currently in progress.

<sup>6</sup> ATCO Gas defines a Settlement System as a computer system and associated operations and interfaces used to determine the load responsibility at each unit of the settlement interval, for each Retailer/DSP operating within the distribution zone at page 7 of the NGSSC.

code<sup>7</sup> and modified the content for natural gas applications on its system. ATCO Gas indicated that it conducted a series of collaborative meetings with interested parties and canvassed levels of support using issue documents and ballots. The NGSSC is attached in Appendix 1 of this Decision.<sup>8</sup>

ATCO Gas considered that the topics included within the Application have been thoroughly reviewed and that there is strong support for the Application. Consequently, ATCO Gas proposed an abbreviated written process incorporating argument and reply. After obtaining comments from interested parties, the Commission finalized a process using written argument and reply.

Argument was received on May 20, 2008, from only ATCO Gas. The AUC received a letter from ATCO Gas on June 9, 2008, indicating that it would not be providing Reply Argument since no other parties provided Argument. The Commission considers that the record closed for this proceeding on June 9, 2008.

### 3 DISCUSSION OF APPLICATION

ATCO Gas was the only party to provide Argument with regard to the NGSSC. ATCO Gas undertook a collaborative process to discuss and review its NGSSC proposals with interested parties prior to making its Application. That process commenced on November 26, 2007, when ATCO Gas circulated a draft NGSSC to interested parties. Parties were provided with an opportunity to comment on that draft and parties met for discussion on January 30, 2008, and on February 22, 2008. ATCO Gas incorporated changes to the NGSSC subsequent to these meetings. After these meetings ATCO Gas undertook a ballot process to assess the level of consensus for the NGSSC among parties. All parties responding to the ballots expressed either support for the NGSSC or did not oppose the NGSSC.

In its Application, ATCO Gas considered that the most significant issue addressed in the collaborative process related to the settlement process utilized to finalize consumption at each site in a Settlement Month. ATCO Gas proposed that an appropriate Settlement Period would be established as four months, commencing in the month immediately following the Settlement Month and ending in the fourth month following the Settlement Month.

After the four month Settlement Period, the settlement data collected through meter readings would be deemed as final for retailer/DSP settlement purposes, notwithstanding that meter readings (or Daily Cumulative Meter [DCM] data) may not be available for all customers even twelve months after the Settlement Month.<sup>9</sup> When settlement is finalized for each retailer/DSP after four months, any subsequent differences for the Settlement Month arising from actual meter

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<sup>7</sup> The initial development was done by the Department of Energy in 2000 who passed the rule-making responsibility to the Alberta Electric System Operator (AESO) and which are now included in AUC *Rule 021, Settlement System Code Rules*.

<sup>8</sup> The NGSSC, attached as Appendix 1, includes cross-referencing clerical error corrections provided by ATCO Gas subsequent to the date of filing of the Application as required to reflect the renumbering of some sections.

<sup>9</sup> ATCO Gas Application Attachment 4, page 3, indicated that settlement data based on meter reads in the DCM file was still incomplete after twelve months of settlement runs with less than 200 customers in each of the North and South not having meter reads. Consequently, final settlement with all meter reads completing the DCM file would not be currently possible and would require final settlement at some time after twelve months.

readings would be attributed to unaccounted for gas (UFG), rather than to individual retailers/DSP.

After assessing the results of its analysis, ATCO Gas considered that utilizing a DCM file with meter reads extending to twelve months or beyond would not be necessary to provide an appropriate level of accuracy for Final Settlement, since only minor data improvements were apparent after four months. Even at twelve months, the data was not perfect due to an inability to obtain meter reads at some sites. ATCO Gas, as well as customers who participated in the collaborative process, considered that a Settlement Period of four months would be most appropriate. ATCO Gas indicated from its analysis that the number of sites with no DCM's at a four month Settlement Period was 11,680 or 2.39% in the North and 8,680 or 1.79% in the South. ATCO Gas noted that the move of inside meters to outside locations should reduce these numbers in the future.

The AUC concurs that choosing a Settlement Period of four months represents a reasonable compromise balancing timeliness and certainty of settlement for Retailers/DSP, reasonable level of completed meter readings and resultant UFG levels that reflect only minor energy deviations compared to an extended Settlement Period. At such future time as Retailer Service may be fully approved by the AUC and implemented by ATCO Gas, the AUC expects ATCO Gas will incorporate the appropriate background with respect to the four month Settlement Period into its Rider D application process.<sup>10</sup>

The AUC has reviewed the NGSSC and considers that the document provides a reasonable form of documentation of load settlement procedures for ATCO Gas that could be implemented at such time as Retailer Service may be subsequently approved for implementation on the ATCO Gas system. In this regard, the AUC notes that ATCO Gas will require, and has submitted, an application for AUC approval of outstanding Part 2 issues prior to implementation of Retailer Service on its systems.

Accordingly the AUC approves ATCO Gas implementation of the NGSSC attached in Appendix 1 of this Decision, contingent upon and to be implemented at such time as the AUC may approve final implementation of Retailer Service in a subsequent proceeding relating to outstanding Part 2 matters. In this respect, the AUC notes that final approval of Retailer Service for ATCO Gas is being considered in Application 1575607,<sup>11</sup> wherein ATCO Gas has requested approval to implement Retailer Service effective October 1, 2008.

The AUC notes that while interested parties were supportive of an expeditious implementation of the NGSSC, they indicated in their ballot responses that future discussion with respect to further evolution and harmonization of settlement procedures would be appropriate.<sup>12</sup> The AUC

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<sup>10</sup> ATCO Gas indicated that UFG for Rider D would need to be calculated using the four month Settlement Period in order to prevent a residual imbalance from occurring in its FSU Accounts and within the Load Balancing Deferral Account. ATCO Gas provided calculations demonstrating that this would create an insignificant variation in the UFG percentage.

<sup>11</sup> In Application 1575607, ATCO Gas Retailer Service – Application for Part 2 Matters, ATCO Gas requested approval for:

- the parameters with respect to the daily Imbalance Window;
- the revisions to the Terms and Conditions for Distribution Access Service (DAS);
- the effective date for implementation of Retailer Service to be set for October 1, 2008.

<sup>12</sup> Reference Application Attachment 7 comments from Alberta Energy Savings L.P., Direct Energy Partnership, Direct Energy Regulated Services, ENMAX Energy Corporation, Nexen and UCA



anticipates that these NGSSC procedures will evolve through future stakeholder discussions which may lead to incorporating the procedures into future generic AUC utility rules. Such rules would likely be analogous to those established as AUC *Rule 021 Settlement System Code Rules* respecting electric load settlement and would deal with the resolution of issues, setting of standards and ensuring compliance.

#### **4 ORDER**

IT IS HEREBY ORDERED THAT:

- (1) ATCO Gas implement the NGSSC attached in Appendix 1 of this Decision, if and at such time as the AUC may approve final implementation of Retailer Service, which is the subject of Application 1575607, Proceeding ID 68.

Dated in Calgary, Alberta on August 19, 2008.

#### **ALBERTA UTILITIES COMMISSION**

*(original signed by)*

Carolyn Dahl Rees  
Vice-Chair

*(original signed by)*

Tudor Beattie, Q.C.  
Commissioner

*(original signed by)*

Bill Lyttle  
Commissioner



## **APPENDIX 1 – NATURAL GAS SETTLEMENT SYSTEM CODE**



Appendix 1 NG  
Settlement System Co

(consists of 80 pages)

**APPENDIX 1**

**NATURAL GAS (NG)  
SETTLEMENT SYSTEM CODE**

Dated: March 28, 2008

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## PREFACE

The Natural Gas (NG) Settlement System Code provides standards for determining and communicating load settlement in Alberta in the context of the working relationship between Retailers/DSP and Gas Distributors.

### 1. DEFINITIONS

#### 1.1 Key Terms

<b>Backcast</b>	Backcast is a estimate of load for a gas day issued near the end of the gas day being estimated
<b>Business Day</b>	A Business Day means a day other than a Saturday, a Sunday or a statutory or non-statutory holiday in the Province of Alberta during which financial banking privileges in Alberta are suspended.
<b>Code</b>	Code means this Natural Gas System Settlement Code (SSC).
<b>Commission</b>	The Commission is the Alberta Utilities Commission.
<b>Customer</b>	A customer has the meaning ascribed to the term “customer” in the <i>Gas Utilities Act</i> .
<b>Distribution Zone</b>	The distribution zone refers to all sites within a area defined by the LSA.
<b>DSP</b>	DSP means the Default Supply Provider and has the meaning given the term in the <i>Gas Utilities Act</i> .
<b>Initial Monthly Settlement</b>	Initial monthly settlement is the first calculation of load settlement for the settlement month (S1).
<b>Interim Monthly Settlement</b>	Interim monthly settlement is second calculation of load settlement for the settlement month (S2).
<b>Final Monthly Settlement</b>	Final monthly settlement is the final calculation of load settlement for the settlement month (S3).
<b>Load Profile</b>	A load profile is a series of consumption amounts for each interval over a particular time period.
<b>Load Settlement Agent (LSA)</b>	An LSA is the party conducting load settlement calculations for a particular distribution zone.
<b>Market Participant</b>	Market Participant has the meaning given the term in the <i>Gas Utilities Act</i> .
<b>Measurement Data</b>	Measurement data is data that has been collected from meters, compensated and aggregated in accordance with the appropriate Measurement Point Definition Record, and has been subjected to the required VEE checks.

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<b>Meter</b>	“meter” has the same meaning as given the term in the <i>Gas Utilities Act</i> .
<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 load and consumption data together with corresponding time periods to appropriate parties.
<b>Metering Data</b>	Metering data is the data associated with a metering point.
<b>Profiling Class</b>	A profiling class is a group of Sites that will be settled using a common load profile.
<b>Retailer of Record.</b>	Retailer of Record is the single Retailer or Default Supply Provider that the load settlement system recognizes as serving a given Site for a given day.
<b>Retailer</b>	Retailer has the meaning given the term in the <i>Gas Utilities Act</i> .
<b>Settlement Interval</b>	The settlement interval is the time increment at which distinct load estimates are calculated by load settlement systems.
<b>Settlement Month</b>	Settlement month is the calendar month for which the Initial, Interim and Final Month Settlement relate to.
<b>Settlement Ready Data</b>	Settlement ready data is data that is complete and ready for use in load settlement.
<b>Settlement System</b>	A settlement system is a computer system and associated operations and interfaces used to determine the load responsibility at each unit of the settlement interval, for each Retailer/DSP operating within the distribution zone.
<b>Settlement Timing</b>	Settlement timing is the frequency at which load settlement is calculated and reported to Retailers/DSP by load settlement agents.
<b>Site</b>	A Site is a unique end-use service delivery point. This is the finest level at which load settlement recognizes Retailer/DSP assignments and receives consumption data.
<b>Socket</b>	Where the consumption at a Site is measured by more than 1 meter the multiply meters are identified as a socket and assigned a socket ID.
<b>System Level</b>	System level means the daily aggregated measurement/estimate 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 this Code refers to UFG on gas distribution systems.

## 1.2 Common Abbreviations

<b>CSE</b>	Cumulative Switch Estimate transaction
<b>DCM</b>	Daily Cumulative Meter transaction

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<b>DEC</b>	De-Energize Completion transaction
<b>DEF</b>	De-Energize Failure transaction
<b>DER</b>	De-Energize Request transaction
<b>DFO</b>	Distribution Facility Owner
<b>DSM</b>	Daily System Measurement transaction
<b>DSN</b>	De-Select Notification transaction
<b>DSP</b>	Default Service 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>ID</b>	Identifier
<b>LSA</b>	Load Settlement Agent
<b>MDM</b>	Meter Data Manager
<b>MDP</b>	Meter Data Provider
<b>MSP</b>	Meter Service Provider
<b>PFEC</b>	Pre-Final Error Correction
<b>RDC</b>	Revoke De Energize Confirmation 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 Customer Information transaction
<b>SCU</b>	Site Cumulative Update
<b>SIR</b>	Site ID Result transaction
<b>SMC</b>	Site Metering Characteristics
<b>SRN</b>	Select Retailer Notification transaction
<b>SRO</b>	Notify Old Retailer transaction
<b>SRR</b>	Select Retailer Request transaction
<b>SRW</b>	LSA Notify MDM, Gas Distributor transaction
<b>SSC</b>	Settlement System Code
<b>SSI</b>	Settlement Summary Information transaction
<b>SSR</b>	Search Site Request transaction
<b>T+Cs</b>	Terms and Conditions
<b>UCI</b>	Update Customer Information transaction
<b>UFG</b>	Unaccounted For Gas
<b>VEE</b>	Validation, Edit and Estimation

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<b>WSD</b>	Wholesale Settlement Detail transaction
<b>WSI</b>	Wholesale Settlement Information transaction
<b>WSS</b>	Wholesale Settlement Summary transaction

## **2. RESPONSIBILITIES**

### **2.1 Legislative Authority**

The NG Settlement System Code is established by the Commission under the provisions of the Gas Utilities Act as amended from time to time. All market participants are required to comply with the Settlement System Code.

The following responsibilities are identified for Load Settlement Agents (LSA's), Gas Distributors, and Meter Data Managers (MDM's). 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 proscriptive of implementation flows within the bundled Gas Distributor acting as LSA for its own customers.

### **2.2. Settlement Responsibility**

Generally, this code refers to load settlement as being a function of the Gas Distributor.

### **2.3. Profile Generation**

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

- a) Load research sample design and implementation, and
- b) Generation of class profiles based on load research data using methods that satisfy the profile generation standards.

### **2.4. Site Identification Number Catalog**

Maintaining the catalog of site identification numbers (Site IDs), load settlement agent identification numbers (LSA IDs) and service addresses is a Gas Distributor responsibility.

### **2.5. Estimating Missing Meter Readings and Consumption Amounts**

- a) The LSA shall estimate consumption amounts for cumulative meters where these are needed according to the following:
  1. Daily energy consumption.
  2. When an actual meter read is absent when any settlement in is calculated.

3. In support of customer switching, through the provision of the Cumulative Switch Estimate (CSE) to the old and new Retailer/DSP's Procedures for estimating consumption where needed in b) are at the discretion of the LSA.
- b) For a Site ID for which there is no prior consumption history, the Gas Distributor is responsible for creating the initial estimate of energy consumption in consultant with the Retailer/DSP. This responsibility applies only to new sites.
- c) The MDM is responsible for estimating consumption amounts for cumulative meters.

## **2.6. Receipt of Energize/De-energize Requests**

All energize and de-energize requests initiated by the customer or the Retailer/DSP go from the Retailer/DSP to the Gas Distributor.

## **2.7. Losses**

- a) The LSA is responsible for calculating distribution losses, and preparing/filing the annual application for the recovery of losses with the Commission.
- b) Recovery of losses is in-kind through the application of the recovery Rider D percentage to the daily total delivery consumption for each Retailer/DSP.

## **2.8. Disclosure and Protection**

The LSA shall make publicly available 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.

## **2.9. 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.

## **2.10. Estimation and Liability for Settlement**

Responsibility for conducting initial daily backcast and subsequent monthly settlements is part of the Gas Distributor's mandated responsibility as the Load Settlement Agent. Gas Distributor's 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.

## **2.11. Request for Site ID numbers**

- a) Retailer/DSP's 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.

- b) Customer requests for the Site ID, that include the account number, must be responded to within two business days.

## **2.12. Timing of Meter Reads**

Each Gas Distributor may define an assumed time of day for meter reading for cumulative meters. The same deemed timing will apply to energize and de-energize.

# **3. LOAD PROFILING METHODS**

## **3.1. Profile Generation Methods**

- a) Acceptable Methods
  - 1. Dynamic estimation from load research samples,
  - 2. Class Specific Models
  - 3. Site specific interval data

The above profiling methods apply to profiling classes used for final settlement. The same profiling methods shall be used for all settlement runs.

## **3.2. Segmentation**

- a) LSA's may split off traditional rate classes as separate profiling classes using load research, but may not create new profiling classes. Each LSA will specify publicly the existing rate classes for which separate load research-based profiles may be provided.
- b) Procedures for creating new profiling classes may be developed in consultation with stakeholders, including LSA, Retailer/DSP and consumers.
- c) Retailers/ (or other market participants) will pay for the costs of creating those profiling classes they request.

# **4. SETTLEMENT CALCULATIONS**

## **4.1. Unaccounted for Gas (UFG)**

### **4.1.1. UFG Allocation**

UFG will be recovered in kind from each Retailer's/DSP's account in the amount equal to Rider D times the account daily delivery to Retailer/DSP's customers, rounded to the nearest gigajoule. The Rider D rate is subject to approval by the Commission.

## **4.2. Settlement Interval**

Settlement is required at daily intervals.

## **4.3. Settlement Timing**

### **4.3.1. General Comments**

- a) There are 3 settlement runs for each month. The specific timing and data requirements for the load settlements are described below.
- b) Settlement results will be sent only once for each mandated settlement run.
- c) The LSA may order re-running of any settlement run.

### **4.3.2. Backcast**

- a) Backcast will be provided each day no later than 8 am.

### **4.3.3. Monthly Settlement**

- a) Settlement will be conducted for 4 months.
- b) Each 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 5<sup>th</sup> 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.
- c) The schedule for Settlement runs is given below. For clarity, the Settlement Month is Month 0.
  - The Initial Monthly Settlement (S1) will be issued by the 5<sup>th</sup> working day in Month 0 +1
  - The Interim Monthly Settlement (S2) will be issued by the 15<sup>th</sup> working day in Month 0+2
  - The Final Monthly Settlement (S3) will be issued by the 15<sup>th</sup> working day in Month 0 +4

For example, for settlements applicable to the month of January, Month 0 is January, Month 0+1 is February, Month 0+2 is March and Month 0+4 is May.

### **4.3.4 Data Revisions**

Data revisions to date are incorporated at the initial monthly, interim and final reconciliations. No further data changes are incorporated after the final reconciliation. Load settlement is not responsible for tracking and storing data versions between initial and interim settlement. If the LSA deems it necessary, a re-run of any settlement run may be undertaken. If a Retailer/DSP considers a settlement should be re-run it will indicate this using the PFEC process described in Section 4.4.2 below.

## 4.4. Pre-Final Error Correction (PFEC)

### 4.4.1 Scope

a) The purpose of PFEC is to establish a mechanism to address issues prior to a subsequent run of load settlement, and ultimately to improve load settlement results before Final Settlement. Generally, discrepancies which produce inconsistencies or differences within the settlement data can be addressed through the PFEC process. The absence of a DCM(s) at any settlement run up to and including Final Monthly Settlement is expressly excluded from the scope of PFEC. The types of issues which may be addressed by PFEC include, but are not limited to:

1. Energize/De-energize
  - ENC (Energize Completion) <> WSD
  - DEC (De-energize Completion) <> WSD
  - SMC (Site Energize State) <> ENC/DEC <> WSD
2. Enrollment/De-Enrollment
  - SRN (Enrollment Completion) <> WSD
  - SRO (De-Enrollment Completion) <> WSD
3. Consumption
  - DCM (Consumption) <> WSD ( Consumption)
4. Site Characteristics
  - Incorrect SRN (Profile Class) and/or WSD (Profile Class) assigned
  - SRN (Profile Class) <> WSD (Profile Class)

### 4.4.2 PFEC Process

- a) Issues shall be submitted by the complainant party to the LSA responsible for the relevant load settlement area via email. Complainant party shall provide sufficient information deemed necessary to resolve error.
- b) Upon receipt of an issue submission, the LSA shall assign a unique PFEC reference number to the submission for tracking and processing purposes. The LSA must send an electronic “receipt-notice” to the complainant party within two Business Days of receiving the submission. The receipt will include the PFEC reference number assigned to the submission, will confirm that the submission has been received.
- c) Where the submitted email is incomplete or otherwise lacks information required to commence an investigation of the issue, the LSA, after advising the complainant of the deficiency, shall not be required to take any further steps in respect of the submission form unless a completed submission form is received.



- d) The email re-submitted by a complainant to address any information deficiency shall carry the PFEC reference number initially assigned by the LSA in respect of the relevant claim.
- e) The investigating party shall review the PFEC submission and determine whether they agree with the Retailer, disagree with the Retailer, or are dismissing the claim with no further investigation. Comments shall be noted on the submission form and the appropriate actions are followed through as necessary. Where the investigating party disagrees that the submission should be processed through PFEC, such decision shall be documented by the investigating party and provided to the LSA, and the submission shall be refused on that basis. The LSA shall communicate this decision and the basis for the assessment to the complainant who submitted the error submission.
- f) Where the LSA or other investigating party determines at its discretion that a submission is frivolous or vexatious, including where a submission duplicates another submission in relation to the same Site, such decision shall be documented by the LSA, the submission shall be deemed to have been dismissed, and the LSA shall advise the complainant accordingly.
- g) Decisions that agree with submissions shall be resolved in a timely manner. The LSA will notify the complainant of the estimated time required to resolve the submission. Such written communication shall be in electronic form. Generally submissions should be resolved in less than 20 working days. In order to have issues resolved before final settlement is run, submissions must be issued a minimum of 20 working days prior to the final settlement run.
- h) Upon resolution of the submission, the investigating party shall forward the submission form back to the LSA.
- i) The LSA shall include any changes or corrections in the next possible settlement run and forward the submission form back to the Retailer.

#### **4.5 Retailer Default**

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

## **5. DISPUTE RESOLUTION PROCESS**

### **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.

### **5.1.1. Initiation of General Dispute Resolution**

- a) Each of the parties discharging functions and responsibilities under the Code shall designate a contact person within their organization to administer disputes pertaining to Code matter; 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.
- b) Communications around disputes shall involve those contact persons designated by each of the relevant parties, as set out above. Further, to the extent that discussion, negotiation or mediation occurs, 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.
- c) The parties to a dispute are encouraged to use mediation to resolve a dispute that cannot be settled by discussion or negotiation between the parties. Mediation would be as agreed between the parties, and in accordance with other provisions set out below.
- d) At such time as any of the parties to a dispute have determined that efforts to resolve the dispute by discussion, negotiation or mediation between the parties 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.
- e) The Notice of Dispute shall be as set out in paragraph 5.1.2(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.
- f) 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 EUB 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.

### **5.1.2. Notice of Dispute**

- a) The Notice of Dispute shall be in writing, setting out the following in detail.
  1. The basis for the dispute, including a summary of factual basis for dispute, related argument, and references to relevant provisions of the Code.
  2. 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.
  3. The names and addresses of parties to whom the Notice of Dispute is being delivered.
  4. The contact address, including street address, telephone and fax numbers, and contact person for the purposes of Notice of Dispute.

- b) The Notice of Dispute may also include such other supporting documentation as the disputing party deems advisable.
- c) 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.
- d) The Notice of Dispute may be rejected by the LSA and considered closed where it does not include the information required by sections 5.1.2(a) (1) to (4) inclusive, or is not duly signed.
- e) 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 EUB. Onus for proof of service of the Notice of Dispute on the LSA, EUB and other relevant parties rests with the party filing such Notice of Dispute.
- f) Where a Notice of Dispute has been rejected by the LSA pursuant to section 5.1.2 d), the LSA shall, in writing, advise the party who filed the Notice of Dispute, the EUB and all other parties shown on the Notice of Dispute, of its rejection and of the reasons for such rejection immediately.

### **5.1.3. Discussions, negotiations between the parties, with the option to include mediation**

- a) 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.
- b) Mediation may be entered into by the parties on such terms and conditions and involving such mediator as the relevant parties may agree. The costs of the mediation shall be shared between the parties as agreed.
- c) 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.
- d) 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.

### **5.1.4. Dispute brought forward to binding arbitration or litigation**

- a) After the expiry of 20 business days immediately following the delivery of the

Notice of Dispute to the LSA and other relevant parties, the parties involved may by notice in writing as required initiate a process of binding arbitration or litigation to resolve the matters in dispute.

- b) Binding arbitration shall only be commenced and undertaken by agreement between the parties involved, and in accordance herewith. Where the parties initiate a process of binding arbitration or litigation in respect of the matters in dispute, the relevant parties shall notify the EUB in writing as to such process, including as applicable a copy of the initiating document or pleading commencing such process.
- c) The process of binding arbitration in respect of the matters of the Notice of Dispute must be initiated by notice to the other parties and the EUB not later than 30 business days immediately following the delivery of the Notice of Dispute to the party initiating the arbitration process, failing which the Notice of Dispute shall be deemed closed.
- d) In general, unless otherwise necessitated by the nature of the dispute, the parties to the binding arbitration will consist of the party initiating the Notice of Dispute and the LSA or other investigating party that rendered the relevant Decision.
- e) Notice of binding arbitration shall be delivered to all relevant parties to the address of such parties as declared in the Decision or Notice of Dispute, or to such other address as the parties may stipulate in writing from time to time, in accordance with the Arbitration Act of Alberta ("Arbitration Act"). Onus for proof of service shall rest with the party delivering the notice of binding arbitration.
- f) The notice of binding arbitration shall set out the parties involved, the particular matters in dispute, the date of the notice, and shall be duly signed by or on behalf of the party initiating the binding arbitration.
- g) Once a process of binding arbitration has been initiated, unless otherwise agreed in writing by all parties, none of the parties to that arbitration shall commence any other process or proceeding in respect of the matters of the arbitration until the arbitration tribunal has concluded a hearing and rendered its written decision in respect of the matters.
- h) Binding arbitration will be conducted according to the rules and procedures set out in the Arbitration Act, as amended from time to time (and as amended hereby). In the event of a conflict between the conditions outlined in this document and the Arbitration Act, this document will prevail to the extent directly required to resolve such conflict. Where this document is silent, the provisions of the Arbitration Act shall govern the proceedings.
- i) Subject to other provisions herein, litigation in respect of the matters in dispute may be commenced by any party after expiry of the period set out in section 5.1.4 a) above, in accordance with applicable legislation and regulation. Notice of litigation shall be given by filing and service of pleadings or other relevant documents, pursuant to the Rules of Court of Alberta.
- j) Pending resolution of any dispute sent forward to binding arbitration or litigation, except as otherwise expressly provided herein, the parties shall continue to

perform their respective obligations as outlined in the Code and elsewhere. Notwithstanding the foregoing, nothing herein shall limit the powers of any court or regulatory party having jurisdiction over the platters to grant any form of injunctive or other relief within their powers while the dispute is being resolved.

- k) Unless otherwise agreed, a single arbitrator agreed upon by the parties to the arbitration will form the arbitration tribunal to preside over the arbitration.
- l) In the event that the parties can't agree to a single arbitrator within 10 business days of the initiation of the arbitration process, then each of the parties to the dispute will select an arbitrator and those arbitrators shall then jointly select one additional arbitrator; this shall occur not later than 20 business days following the date upon which the arbitration process was initiated. All of those arbitrators together form the arbitration tribunal, the additional arbitrator acting as chair of related proceedings.
- m) The arbitration tribunal shall conclude an arbitration hearing in respect of the matters within 30 business days after formation of the arbitration tribunal, and shall then render its written decision in respect of the dispute within 10 business days after the conclusion of the arbitration hearing.
- n) Any party directly affected by the binding arbitration may apply to the arbitration tribunal seeking status as an intervener, to appear and to be heard at the arbitration hearing. The decision whether to grant intervener status and as to any terms and conditions attaching to such intervener status, shall rest with the arbitration tribunal at its discretion.
- o) The arbitration hearing shall be public, including any decision by the arbitration tribunal in respect of the hearing. Notwithstanding the foregoing, the arbitration tribunal may at its discretion limit the number of non-participants who may attend the hearing.
- p) Each party shall be responsible for the costs of the arbitrator appointed by it hereunder. The costs of the additional arbitrator shall be divided evenly between the parties. If one arbitrator is appointed the costs shall be divided evenly between the parties. All other costs of the arbitration shall be borne by the parties in accordance with the determination of the arbitration tribunal in this regard.
- q) Nothing herein shall limit the right of any party to file a complaint with the EUB in respect of the matters of the Notice of Dispute, or of the EUB to pursue such complaint or initiate any investigation in respect of the matters of the Notice of Dispute, in accordance with applicable legislation and regulations.
- r) Notwithstanding the foregoing, any disputed matters relating to an order or direction made or approved by the EUB or falling within the exclusive jurisdiction of the EUB, shall be referred to the EUB for resolution.

## **6. FUNCTIONAL REQUIREMENTS OF THE SETTLEMENT CALCULATION**

The code listed below defines the required inputs and outputs of load settlement. This code does not dictate how load 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 load 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**

- a) The settlement calculations assume that there are missing cumulative meter read consumption values in the load settlement input database due to variations in cumulative meter reading frequency.

### **6.3. Settlement Inputs and Outputs**

- a) Inputs

1. Inputs to the load settlement system include the following

- A. Information on each site to be settled, including

- a) Retailer enrollment information, energized status, and other daily site attributes
      - b) Site level consumption information (DCMs)
      - c) Daily usage information for High Use rate metered sites

- B. Profile data (model coefficients and variables, and load research samples)

- C. Daily weather data – forecast, actual, audited

2. The standard external transactions identified in Section 8 identify the critical information that must be transferred between external parties to support the settlement process. Individual Load Settlement Agents may require additional inputs to support their specific methods of performing the settlement function.

- b) Outputs

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

## **6.4. Required Load Settlement Reports**

### **6.4.1. Elements Required for Reporting**

Settlement data will be reported to each Retailer through the WSI, WSD, and WSS files. WSI files contain Retailer/DSP's site consumption for each day summed by distribution zone (north and south). The WSD files contain daily usage for each site by day for all sites enrolled. The WSS file contains monthly aggregated consumption by retailer and distribution zone. Each Retailer/DSP will receive WSD, WSI, and WSS files specific to their enrolled sites.

## **7. INFORMATION EXCHANGE**

### **7.1. Business Transactions**

- a) The transactions 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. The sets of transactions for which standard exchange procedures must be followed are listed in the next section. Specific standards are then given for electronic transactions and for the contents of specific transactions. The final subsection specifies the transaction processes for customer enrollment.
- b) The transaction standards are required for data exchange between separate organizations or companies. However, where separate functions are performed by different parts of a bundled 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)	✓	✓
	D. Settlement (LSA) Notify Gas Distributor and MDM (SRW)	✓	✓
<b>Update Customer Information</b>	A. Update Customer Information (UCI)	✓	✓
	B. Site Metering Characteristics (SMC)	✓	✓
	C. Request Update Customer Information (RUC)	✓	
<b>Energize Site</b>	A. Energize Request (ENR)	✓	✓
	B. Energize Failure (ENF)	✓	✓
	C. Energize Completion (ENC)	✓	✓
De-energize Site	A. De-Energize Request (DER)	✓	✓
	B. De-Energize Failure (DEF)	✓	✓
	C. De-Energize Completion (DEC)	✓	✓
<b>Request Off-Cycle Meter Read</b>	A. Request Off-Cycle Meter Read (ROR)	✓	✓
	B. Request Off-Cycle Meter Read Completion (ROC)	✓	✓
<b>Revoke De-Energize</b>	A. Revoke De-Energize Request (RDR)	✓	✓
De-Select	A. Deselect Request (DSR)	✓	
	B. De-select Notification (DSN)	✓	
<b>Search Site ID</b>	A. Search Site ID Request (SSR)	✓	
<b>Provide Consumption Data</b>	A. Daily Cumulative Meter Consumption to Retailer and Settlement (DCM)	✓	✓
	B. Cumulative Switch Estimates (CSE)	✓	✓
<b>Provide Wholesale Settlement Data</b>	A. Wholesale Settlement Information (WSI)	✓	✓
	B. Wholesale Settlement Summary (WSS)	✓	✓
	C. Detailed Settlement Information for Retailer's own sites (WSD)	✓	✓

**7.1.1. Transactions Requiring Standard Exchange Procedures**

a) Transaction Sets with Standard Content

1. Section 8 contains the specific content for each transaction set. The Site ID requirements are in 8.4.6.10.

b) Transaction Sets Requiring Electronic Transmittal

1. The transaction sets for the following processes are required to be transmitted electronically and to have standard content:

- A. Select Retailer: Electronic transmittal is required due to the security requirements and potential volume.



- B. Update Customer Information: Electronic transmittal is required to automate transfer of customer information from Retailer/DSP's to Gas Distributor.
- C. Provide Current Consumption Data: Electronic transmittal is required because these are the transactions with the greatest volume of data.
- D. Provide Wholesale Settlement Data: Electronic transmittal is required for the data changing daily; fixed data are not required to be transmitted electronically. Specific data elements with electronic transmittal required are listed below.
- E. Energize Site
- F. De-Energize Site
- G. Revoke De-Energize
- H. Request Off Cycle Meter Read

Electronic transmittal is required also for historic consumption data, as described further below.

## 7.2. Transaction Transport Method

- a) The Internet is the transport mechanism for electronic data exchange.
- b) Each participant must exchange these data securely in files formatted using CSV (Comma Separated Values).
- c) The software product called DropChute™ will be used for the purpose of securely transferring the electronic business transactions. See Appendix A for the details of DropChute security requirements.
  - 1. DropChute<sup>1</sup> automatically establishes a secure, user-authenticated and encrypted connection directly from one PC to the other through the Internet, Intranets, or modem-to-modem. It eliminates manual encryption, decryption and log-in processes, and transfers data in real time. Industry standard encryption (up to 1024/128 bit) prevents others from intercepting and deciphering the data stream. DropChute is instant file delivery software. It lets PC users exchange files directly with one another in real-time, eliminating the security risks, time lag, and extra steps associated with conventional methods such as email and FTP.
- d) Additional documentation regarding electronic file transport may be provided and/or produced by each Gas Distributor.

### 7.3 Enrollment Mechanics

- a) Customers can switch Retailer/DSP's no more than once per day. All customer switches occur at midnight.
- b) The first switch request received by a Gas Distributor and made effective for a customer for a particular day determines the customer assignment from that day until the next effective switch. For example, if a switch request for the same customer is received on the same day at 1 PM from Retailer/DSP 1 and at 2 PM from Retailer/DSP 2, Retailer/DSP 1 is assigned the customer.
- c) The Retailer/DSP shall manage the enrollment queue and shall send the enrollment request transactions to the LSA only on the calendar day prior to the desired effective date.
- d) Enrollments can occur on any calendar day, regardless of holidays or non-working days.
- e) All enrollment requests shall be processed to be effective the midnight following the receipt of a valid enrollment request. For example, if the enrollment is received at 23:00 on July 21, the enrollment, provided the transaction is valid, will be effective at 00:00 on July 22, one hour later.
- f) The LSA shall process enrollment requests on the day of receipt, in accordance with h) below.
- g) When a customer with a cumulative consumption meter switches Retailer/DSP's without an actual meter read at the time of the switch, the LSA will calculate estimated consumption since the previous actual meter read. The estimated consumption will be from the last actual meter read to the switch date. The LSA will provide the estimate to the previous Retailer/DSP and to the new Retailer/DSP for billing purposes as part of the "Cumulative Switch Estimate Consumption to Retailer/DSP's" transaction. When the next actual read becomes available, it will be provided to all Retailer/DSP's that served the customer since the previous actual read.
- h) Notification of a customer switch shall be provided to the new Retailer/DSP, the retailer of record on the day preceding the switch, the Gas Distributor and the MDM in accordance with the following:
  1. 90% of the enrollment requests received between 1am and 3pm each day will be responded to within 2 hours, with the remaining 10% being responded to within 4 hours. This standard shall be based on the total number of enrollment requests received by each LSA for all Retailer/DSP's on a calendar day basis.
  2. If an enrollment request is received after 3pm there is no guarantee of notification prior to 9am the following day. The enrollment request will still be processed by the LSA.
  3. An exception to the performance standard stated in 7.4.h) 1. shall be permitted for scheduled maintenance, or for other reasons that are specifically approved by the EUB, not to exceed two non-consecutive calendar days per calendar month.

i) Erroneous Enrollment

1. When a Retailer/DSP enrolls a site erroneously, that Retailer/DSP shall notify the LSA of the error within one business day of the discovery of the error.
2. The LSA shall confirm the receipt of the notification from the Retailer/DSP.
3. The LSA shall contact the previous Retailer/DSP within one business day from the date of notification from the Retailer/DSP responsible for the accidental enrollment.
4. The previous Retailer/DSP shall re-enroll the site within three business days from the date of notification from the LSA.
5. Compliance with step 1. above does not preclude the Retailer/DSP from de-selecting the site at any time during this process.

#### 7.4. Site ID Retirement

- a) 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.
- b) 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/DSP that it is no longer the retailer of record for that site using the SRO transaction.
- c) When a site ID is retired, the Gas Distributor shall ensure that the site ID can no longer be enrolled.
- d) The Gas Distributor shall not reuse site IDs.
- e) The Gas Distributor shall purge the site ID from its catalogue within the refresh time specified in 8.4.6.12.c.

## 8. INFORMATION EXCHANGE STANDARDS

### 8.1 Purpose

- a) The purpose of this section 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.
- b) The standards are intended to be as specific as practical to facilitate data exchange among market players. 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. In the event that a Gas Distributor's implementation differs in certain details from the approved specifications, a standard for assessing such variances will be the extent to which those variances were necessary and reasonable in light of the Gas Distributor's overall system structure, and the extent to which the resulting differences impede the operation of the market.

## 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 standards, including both additions and changes, may be made by the EUB 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

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

TRX From To YYYYMMDDHHMISS.CSV

where,

TRX                    three letter abbreviation for the transaction name (e.g. Select Retailer Request = SRR)

From                    ID of the sender, either Gas Distributor Company ID, Retailer ID, or Settlement ID

To                        ID of the receiver, either Gas Distributor Company ID, Retailer ID, or Settlement ID

YYYYMMDD            Date the file was created

HHMISS                Time the file was created on a 24 hour clock.

- b) In the case where the file has no single recipient such as Settlement Summary Information and Settlement Profile Information, the "TO\_" may be omitted from the file name. The file name would be as follows:

TRX From YYYYMMDDHHMISS.CSV

- c) For transactions with a Transaction Status Code, 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

### 8.4.3 Universal Transaction Contents

All transactions are to include:

- a) Transaction Name (3 Character abbreviation).
- b) Identification of the sender (Retailer ID, Gas Distributor ID, or Settlement ID).
- c) Identification of the recipient (Retailer ID, Gas Distributor ID, or Settlement ID).
- d) Transaction Date Time. The "Transaction Date Time" field in all transactions is 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 Definition

#### 8.4.5.1 Char(x)

Fixed length Character always x Characters in length.

For example, Char(3) is `ABC`

#### 8.4.5.2 Varchar(x)

x designates the maximum number of characters.

For example, Varchar(3) is `A` or `AB` or `ABC`

#### 8.4.5.3 Number(p,\$)

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

For example, 123456.78 is Number (8,2) and .0012 is Number (2,4)

### 8.4.6 Standard Fields

This section contains common fields that may appear in many transactions. For consistency and to avoid confusion within the transactions, refer to these fields using their full name at all times (e.g., Settlement ID and not Sett. ID).

#### 8.4.6.1 Date / Date time Format

The Standard Date format has been defined as:

YYYYMMDDHHMISS

where,

YYYY year with century (e.g., 1999)

MM two digit numeric month 01- 1 2 (e.g., 09)

DD two digit numeric day 01-31 (e.g., 03)

HH hour on a 24 hour clock 00 - 23 (e.g., 22)

MI minutes 00 - 59 (e.g., 02)

SS seconds 00 - 59 (e.g., 09)

For example, 19990903220209 is September 03, 1999 at 9 seconds after 10:02 PM.

#### 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

- a) **Clock Time.** Times refer to times on the prevailing local clock, standard or daylight time depending on the season.
- b) **Daylight Savings Time Conversion.** Clock adjustments for daylight savings 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. Gas Distributor will have a 3 digit number ID prefixed with a "0", Load Settlement Agent (LSA) will have a 3 digit number ID prefixed with a "1" and Meter Data Manager (MDM) will have a 3 digit number ID prefixed with a "2".

#### 8.4.6.5 Retailer/Business ID

a) Retailer ID

1. The Retailer ID is a 9-digit number that uniquely represents each Retailer/DSP operating within Alberta

Retailer ID	Retailer Name
123456789	Retailer X

b) Business Function ID

1. Business Function ID codes and processing rules must be interoperable. Business rules may vary from participant to participant. While failures may result from business rules violations, transactions should not fail due to implementation logic. If Business Function ID is not used by the LSA it may be ignored, but a file may not be rejected for this reason.

#### 8.4.6.6 Gas Distributor ID

- a) A 4-digit number uniquely represents each Gas Distributor operating within Alberta.

Distributor ID	Gas Distributor Company Name
0001	ATCO Gas North
0003	ATCO Gas South

#### 8.4.6.7 Settlement ID

- a) A 4-digit number uniquely represents each Load Settlement Agent operating within Alberta.

Settlement ID	Settlement Name
1001	ATCO Gas North and South

- b) The Settlement ID is required in transactions as a verification check for the LSA. The LSA will only process tiles where the Settlement ID is equal to their own.

#### 8.4.6.8 MDM ID

- a) A 4-digit number uniquely represents each Meter Data Management company operating within Alberta.

MDM ID	MDM Name
2001	ATCO

- b) 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 MDM's or in the case where an LSA is settling multiple zones.

**8.4.6.9 Zone ID**

A 4-digit number that uniquely represents each Distribution Zone. The ID is assigned by the Load Settlement Agent.

Zone ID — Number	LSA
0101	ATCO Gas North Distribution Zone
0103	ATCO Gas South Distribution Zone

**8.4.6.10 Site ID**

- a) A site ID possesses the following characteristics:
  - 1. A Site ID can be enrolled by a Retailer/DSP.
  - 2. Consumption is allocated at the Site ID.
  - 3. Settlement occurs at the level of Site ID.
- b) A check digit is required to minimize the possibility of entering an incorrect Site ID (e.g., transposition errors on the part of the Retailer/DSP). This check digit is a calculated number placed into the Site ID.
- c) 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.
- d) Site ID Format:  
 Gas Distributor ID999999999Chk  
 where,  
  

Gas Distributor ID	Gas Distributor ID (0010)
99999999	8 Numbers identifying a Site ID, 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 values of 0 through 8.

e) 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



Digit12 (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 / 9 remainder 3

Check digit = 3

Full Number is 0010854342163

#### **8.4.6.11 Socket ID**

A site ID may require multiple meters. When this occurs, a Socket ID number is assigned to each individual meter.

where,

99999999 8 Numbers identify a socket.

#### **8.4.6.12 Site ID catalogue (SID)**

##### **Process Rules**

- a) The SID is an electronic file in CSV format.
- b) No commas are permitted within a field. Abbreviations used in addressing schemes follow the English language version of Canada Post standards.
- c) The SID file is to be refreshed weekly at a minimum.
- d) Transport/delivery is at the discretion of each Gas Distributor.
- e) Gas Distributor's 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.

- f) Gas Distributor may use multiple methods to identify 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, Distributor's may do so.

Field Sequence		Process Requirement	Element	Data type /Size	Description
1	Basic Site Fields 1 through 7.		Transaction Abbreviation	'SID'	Abbreviation for the transaction name
2			Transaction Date Time	Date time format	Letter of the time the transaction was created or last modified
3			MDM ID	MDM ID format	MDM for the site.
4			Gas Distributor ID	Distributor ID Format	Gas Distributor for the site. (sender)
5			Settlement ID	Settlement 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	Urban Addressing Scheme. Fields 8 through 16.	<b>Optional within the scheme.</b>	Unit Definer	Varchar(15)	Used to define individual units where no unit number exists, e.g., BACK, BASEMENT
9		<b>Optional within the scheme.</b>	Unit Number	Varchar(6)	Apartment number, etc.
10		<b>Required within the scheme.</b>	House Number	Varchar(6)	
11		<b>Optional within the scheme.</b>	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		<b>Required within the scheme.</b>	Street Name	Varchar(50)	If street name is a number, include the digit, not the spelled out name

13	Rural Addressing Scheme. Fields 17 through 25.	<b>Optional within the scheme.</b>	Street Type Code	Varchar(8)	Valid Canada Post Codes are required
14		<b>Optional within the scheme.</b>	Street Direction	Varchar(2)	Standard direction codes (N, W, SW, etc.) which appear after the Street Name, e.g., Millwoods RD W
15		<b>Optional within the scheme.</b>	City Quadrant	Varchar(2)	Standard direction codes (N, W, SW, etc.) which designate a quadrant of a city
16		<b>Required within the scheme.</b>	City/Town Name	Varchar(30)	Usual name of the City, town, village, etc.
17		<b>17 OR 19 required within the scheme.</b>	Legal Subdivision Code (LSD)	Varchar(2)	Sections are divided into four quarters or into sixteen legal subdivisions. They are numbered from 1 to 16.
18		<b>Optional within the group if 16 used, otherwise not used.</b>	LSD Quadrant	Varchar(1)	LSDs are divided into four quadrants, A,B, C, and D
19		<b>17 OR 19 required within the scheme.</b>	Quarter Section Code	Varchar(2)	Quarters divide each section into 4 pieces: NE, NW, SE, SW This field may optionally be used for RL – "River Lot" or SL – "Settlement Lot" or SV – "Summer Village"
20		<b>Optional if 19 used, otherwise, not used.</b>	Lot	Varchar(6)	A lot number to identify a lot within a Quarter Section Code (of RL/SL/SV).
21		<b>Required within the scheme.</b>	Section	Number(2)	Sections are divided into four quarters or into sixteen legal subdivisions. They are numbered from 1 to 36.
22		<b>Required within the scheme.</b>	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 6 miles (--10 kilometers) wide.

23		<b>Required within the scheme.</b>	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 kilometers) wide.
24		<b>Required within the scheme.</b>	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		<b>Optional within the scheme.</b>	Rural House Number	Varchar(4)	A house number. This is sometimes used in First Nations Reserves to identify unique residences within the Rural Scheme.
26	LEGAL Addressing Scheme. Fields 26 through 29.	<b>Required within the scheme.</b>	Lot	Varchar(6)	Defines a lot within a city block.
27		<b>Optional within the scheme.</b>	Lot Range ID	Varchar(5)	
28		<b>Required within the scheme.</b>	Block	Varchar(5)	Defines a city block within a plan.
29		<b>Required within the scheme.</b>	Government Plan ID	Varchar(8)	For urban areas, a plan defines an area within a city, usually a community.
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 as regards enrollment.
32			Unformatted Address	Varchar(65)	Address information that does not fit Canada Post standard rules.
33			Site Reference	Varchar(50)	Supporting helpful information.

## **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 EUB in consultation with stakeholders.

### **8.5.4 Transactions Will Not Contain Descriptive Fields**

- a) 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.
- b) The following transactions and specific fields are exempt from this principle.
  1. SIR Failure reason field
  2. ENR Optional message to Gas Distributor
  3. DER Optional message to Gas Distributor
  4. ROR meter access instructions
  5. ROC Off-cycle incomplete reason

### **8.5.5 Transaction File Contents**

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

## **8.6 EBT Provincial Standard Transactions**

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

### **8.6.1 Provide Current Consumption Data from MDM**

Retailer/DSP's are to receive metering data at the site 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 to Retailer/DSP's and Settlement (abbreviated DCM)**

#### **Process Rules**

##### a) DCM Date Time Usage

1. The "Transaction Date Time" field shall be populated with the latter of the time the transaction was created or last modified.
2. 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 at the time must be within 24 hours of the actual read.
3. The "Last Reading Date Time" field of the DCM must be the 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.
4. 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.
5. 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.
6. 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.

##### b) DCM Rejection Rules

1. Tests
  - A. Notwithstanding file or format errors, an LSA may only reject a DCM record on the basis of:
    - i. Overlaps (8.6.1.1.a.3)
    - ii. negative usage
2. Rejection Process
  - A. LSA Overlaps and Negative Usage Errors
    - i. When the LSA rejects a DCM due to the conditions identified in 8.6.1.1.b.1.A, the LSA shall notify the MDM within 2 business days of excluding the DCM from settlement.
    - ii. Only the records rejected on the basis of file or format errors will be returned via Dropchute using the same file name, under which it was received but with an appended "R". Each rejected record will have Transaction Status code the reason for the rejection of that record.

- iii. When the DCM rejection contains records with Transaction Status Code for the tests in 8.6.1.1.b.1.A, the MDM shall cancel the DCM within one business day to the LSA and Retailer/DSP's.

B. Retailer/DSP Rejection Process For Content Errors

- i. Retailer/DSP's shall notify the LSA for all errors other than file or format errors.

c) DCM Cancellation

1. Single DCM Cancellation

A. 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:

- i. Transaction Date time
- ii. Record Status
- iii. Transaction Status Code

B. Records with a "CA" status should appear first in every file.

C. A DCM 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.

2. Multi DCM Cancellation

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

B. Multi DCM cancellation will only be used for replacement of data for a specific site, not for multiple sites.

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

3. DCM Status Flags

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

**DCM Status Flats Code Table:**

ME	Passed validation tests as described in Section 10.3.2.1.
VE	Failed validation tests as described in Section 10.3.2.1, but passed verification process.
ES	Estimated.

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
Daily Cumulative Consumption	Transaction Abbreviation	'DCM'	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	MDM ID	MDM ID	Sender (MDM responsible to read the meter)
	Retailer ID	Retailer ID format	Recipient (Retailer/DSP currently associated to the
	Business Function ID	Varchar (2)	Optional at the discretion of the Gas Distributor
	Settlement ID	Settlement ID format	Recipient (LSA responsible to settle the load within the Zone)
	Site ID	Site ID format	See definition in Universal Standard section of this
	Socket ID	Socket ID format	See definition in Universal Standard section of this
	Meter Number	Varchar (20)	Meter Number
	Energy Usage	Number (8.2)	GJ consumption for period
	Max Apparent demand		Placeholder
	Max Active Demand	Number (8.2)	Highest 24-hour energy consumption within the reading period
	Last Reading Date time	Date time format	Date and time of the last reading
	Current Reading Date time	Date time format	Date and time of the current reading
	Last Meter Dial Reading	Number (10)	The previous dial reading taken from the meter.
	Current Meter Dial Reading	Number (10)	The current dial reading taken from the meter.
		Number (5)	Placeholder
		Number (5)	Placeholder
	Billing Multiplier	Number (8)	Billing multiplier used to convert the readings to usage.
	Energy Usage Status	Char (2)	Describes the type of meter reading. Refer to DCM status flags code table under process rules.
			Placeholder
	Active Demand Status	Char (2)	Describes the type of meter reading. Refer to DCM status flags code table under process rules.
	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 of the records purpose; especially when the replacement record may not cover the same period as this cancelled record.
	Transaction Status Code	Char (4)	Used by the recipient to notify the sender of problems with the transaction. When this field is used it must be dealt with at a minimum. in a manual fashion The use of this electronic transaction in an automated fashion (in case of problems) is subject to the Ts and C's. When using transaction status codes. the codes in Section 8.9 must be used.



### 8.6.1.2 Cumulative Switch Estimate Consumption to Retailer/DSP's (abbreviated CSE)

#### Process Rules

- a) Two copies of this transaction should be sent — one to the old Retailer/DSP and one to the new Retailer/DSP.
- b) Each should have only the Retailer/DSP ID of the Retailer/DSP the transaction is being sent to, since the other Retailer/DSP involved in the switch is confidential.

Transaction (Abbreviation)	Element in sequence)	Data Type/Size	Description
Cumulative Switch Estimate (CSE)	Transaction Abbreviation	CSE	Abbreviation for the transaction name
	Transaction Date time	Date time format	Letter of the time the transaction was created or last modified
	LSA ID	LSA ID format	Sender (LSA responsible for estimating usage on a switch))
	Retailer ID	Retailer ID format	Recipient (Retailer/DSP currently associated to the Site or the immediate previous retailer)
	Business Function ID	Varchar (2)	Optional at the discretion of the Gas Distributor
	Site ID	Site ID format	See definition in Universal Standard section of this document
	Energy Usage	Number (8.2)	Energy consumption for period
	Last Reading Date time	Date time format	Date and time of the last actual
	Switch Date time	Date time format	Date and time of the switch
	Transaction Status Code	Char (4)	Used by the recipient to notify the sender of problems with the transaction. The use of this electronic transaction in an automated fashion (in case of problems) is subject to the Ts and C's. When this field is used it must be dealt with at a minimum. in a manual fashion. When using transaction status codes the codes in Section 8.9 must be used.

### 8.6.2 Wholesale Settlement Data Transfers

#### 8.6.2.1 Wholesale Settlement Information (abbreviated: WSI)

#### Process Rules

- a) Transactions that are sent to Retailer/DSP's are sent to the specific Retailer/DSP's only.

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
Wholesale Settlement Information (WSI)	Transaction Abbreviation	WSI	Abbreviation for the transaction name
	Transaction Date Time	Date time format	Date and time the record was created
	Settlement ID	Settlement ID format	Sender (Load Settlement Agent)

	ISO Financial ID Wholesaler ID		Blank – n/a
	Retailer ID	Retailer ID format	Retailer
	Business Function ID		Blank – n/a Optional at the discretion of the LSA
	Zone ID	Zone ID format	Distribution Zone
	Client Distributor	Number (4)	Recipient
	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. used by the settlement run.
	Settlement As At Date Time	Date Time format	Date and time that all data used by this settlement run was in the load 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.
	Settlement Type	F1, F2, F3, B1, S1, S2, etc.	Next day forecast, current day forecast, current day updated forecast, backcast, settlement 1, settlement 2, etc.
	Audited Temperature End Date	Date Time format	The Audited Temperature Date at the time of the settlement run.
	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 8:00AM.
	Interval Period	Number	Minutes per interval for the settlement. (Number of minutes in the gas day.)
	Settlement Hour Ending	Char (3)	Blank – n/a
	Retailer/DSP Usage Total	Number (12.4)	Total of the consumption for all of the retailer/DSP's customers in the distribution zone for the interval.
	Retailer/DSP Loss Total	Number (12.4)	Blank – n/a
	Retailer/DSP UFE Total	Number (12.4)	Blank – n/a
	Retailer/DSP Energy Grand Total	Number (12.7)	Blank – n/a
	Transaction Status Code	Char (4)	Blank - n/a

### 8.6.2.2 System Level Measurement Data Provision

The following transaction format shall be used for the provision of System Level Measurement Data by the MDM to the LSA, as indicated within each section. Note however that when the interface between MDM and LSA is within the same Gas Distributor, the format and content is a DSP decision.

### 8.6.2.3 Wholesale Settlement Summary (abbreviated: WSS)

#### Process Rules

- a) This transaction is a control report, providing a monthly summation. The WSS report is sent in conjunction with the WSI transaction containing the settlement data for the last calendar day of the month.
- b) Transactions that are sent to Retailer/ DSP's are sent to the specific Retailer/ DSP's only.

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
Wholesale Settlement Summary (WSS)	Transaction Abbreviation	'WSS'	Abbreviation for the transaction name
	Transaction Date Time	Date time format	Date and time the record was created.
	Settlement ID	Settlement ID format	Sender (Load Settlement Agent)
	ISO Financial ID	ISO Financial ID format	Blank – n/a
	Retailer ID	Retailer ID format	Retailer/DSP
	Business Function ID	Varchar (2)	Blank – n/a
	Zone ID	Zone ID format	Distribution zone
	Settlement Type	F1, F2, F3, B1, S1, S2, etc.	Next day forecast, current day forecast, current day updated forecast, backcast, settlement 1, settlement 2, etc.
	Settlement Month	YYYYMM	Year and month of the settlement data being summarized
	Retailer/DSP Usage Total	Number (17.4)	Total of the consumption for all of the Retailer/DSP's customers in the month
	Retailer/RRP Loss Total	Number (17.4)	Blank – n/a
	Retailer/RRP UFE Total	Number (17.4)	Blank - n/a
	Retailer/RRP Energy Grand Total)	Number (17.7)	Blank - n/a
	Transaction Status Code	Char (4)	Blank – n/a

### 8.6.2.4 Wholesale Settlement Details for Retailer/DSP's Own Sites (abbreviated: WSD)

#### Process Rules

- a) This transaction provides daily site-specific daily, initial monthly, interim, and final settlement results to Retailer/DSP's for energized sites enrolled to them.
- b) The site characteristics in this transaction are those characteristics in effect at the end of the settlement day.

Transaction (Abbreviation)	Element in sequence)	Data Type/Size	Description
Wholesale Settlement Details (WSD)	Transaction Abbreviation	WSD	Abbreviation for the transaction name
	Transaction Date/Time	Date time format	Date and time that the transaction was created
	Settlement ID	Settlement ID Format	Sender; entity responsible for site load settlement
	Retailer ID	Retailer ID Format	Recipient; Retailer/DSP who has enrolled the site
	Business Function ID	Varchar (2)	Blank – n/a
	Site ID	Char(13)	Site Identifier
	Zone ID	Number (4)	Distribution Zone
	Settlement Run Date/Time	Char (14)	Date and time settlement was initiated. This date does not indicate which data was used by the settlement run.
	Settlement As At Date/Time	Char (14)	Date and time that all data used by this settlement run was in the load 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.
	Settlement Type	'F1', 'F2', 'F3', 'B1', 'S1', 'S2', etc.	Next day forecast, current day forecast, current day updated forecast, backcast, settlement 1, settlement 2, etc.
	Audited Temperature End Date	Date Time format	The Audited Weather Date at the time of the settlement run.
	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 8:00AM.
	Profiling Class	Varchar (20)	The site's Load Profiling Class
	Loss Group Code	Varchar (10)	Blank – n/a
	Unmetered Indicator	Char (1)	Blank – n/a
	Daily Site Usage GJ	Number (8.2)	Settled consumption for the site for the day
	Result Source	Char (1)	Daily Site Usage was calculated using: 'M' - DCM covering the settlement day and audited 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)
Daily Site Loss kWh	Number (8.2)	Blank – n/a	
Daily Site UFE kWh	Number (8.2)	Blank – n/a	

	Weather Zone	Varchar (20)	Weather zone site is located in.
	Estimation Methodology	Char (1)	Blank – n/a
	Transaction Status Code	Char (4)	Blank –n/a

### 8.6.3 Select Retailer/DSP Transaction Set

#### 8.6.3.1 Select Retailer Request (abbreviated: SRR)

##### Process Rules

- a) The Retailer/DSP shall send an Update Customer Information (UCI) transaction as detailed in 8.6.4.2 with an SRR, for the site to be enrolled. The UCI must be populated as per 8.6.4.2.
- b) The LSA may reject an enrollment if a UCI is not received. An enrollment may not be rejected on the basis of a failed UCI. The LSA's validation process for enrollment may only include that a populated UCI was received.
- c) If the UCI in question is rejected by the Gas Distributor, the Retailer/DSP must send a corrected UCI within one business day of the effective date of the enrollment. For example, if a site becomes effective at 00:00 on March 27, and the UCI is rejected due to transaction errors, the Retailer/DSP must send a corrected UCI by 00:00 on March 28.
- d) The Gas Distributor shall track by Retailer/DSP the number of UCIs rejected.

Transaction (Abbreviation)	Element in sequence)	Data Type/Size	Description
Select Retailer Request (SRR)	Transaction Abbreviation	-SRR'	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Retailer/DSP ID	Retailer ID format	Sender and chosen Retailer/DSP
	Business Function ID	Varchar (2)	Required
	Site ID	Site ID format	Site to enroll
	Settlement ID	Settlement ID format	Recipient
	Priority Code	Char (1)	I Next Day
	Transaction Status Code	Char (4)	Used by the recipient to notify the sender of problems with the transaction. When this field is used it must be dealt with at a minimum, in a manual fashion. The use of this electronic transaction in an automated fashion (in case of problems) is subject to the T's and C's When using transaction status codes. the codes in Section 8.9 must be used.
	Retailer/DSP Account Number	Varchar (30)	OPTIONAL FIELD Account number by which Retailer/DSP identifies site/socket id. Note that this is an optional field.

	Retailer/DSP Reference Number	Varchar (20)	OPTIONAL FIELD – Identification number that allows Retailer/DSP's to track their transactions easily. (Unique transaction id). Note that this is an optional field.
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### 8.6.3.2 Select Retailer Notification (abbreviated: SRN)

Transaction (Abbreviation)	Element in sequence)	Data Type/Size	Description
Select Retailer Notification (SRN)	Transaction Abbreviation	SRN	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Settlement ID	Settlement ID format	Sender
	Retailer/DSP ID	Retailer ID format	Recipient and chosen Retailer/DSP
	Business Function ID	Varchar (2)	Optional at the discretion of the LSA
	Site ID	Site ID Format	Site to enroll.
	Switch Date	Standard Date/Time	If blank. transaction is rejected
	Profile Class	Varchar (20)	The customer's Load Profiling Class
	Loss Group Code	Varchar (10)	Loss Group Code
	Enrollment notification code	Char (4)	Reason the select Retailer/DSP request was confirmed or rejected. When using transaction status codes, the codes in Section 8.9 must be used.
	Retailer/DSP Account Number	Varchar (30)	OPTIONAL FIELD – Account number by which Retailer/DSP identifies site/socket id. Note that this is an optional field.
	Retailer/DSP Reference Number	Varchar (20)	OPTIONAL FIELD – Identification number that allows Retailer/DSP's to track their transactions easily. (Unique transaction id). Note that this is an optional field.
	LSA Transfer Number	Varchar (20)	OPTIONAL FIELD – A unique transaction number that a Gas Distributor can use for

### 8.6.3.3 Notify Old Retailer (abbreviated: SRO)

#### Process Rules

- a) This transaction is sent from settlement (LSA) to old Retailer/DSP to notify them of loss of customer.

Transaction (Abbreviation)	Element in sequence)	Data Type/Size	Description
Notify Old Retailer (SRO)	Transaction Abbreviation	'SRO'	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Settlement ID	Settlement ID format	Sender
	Retailer ID	Retailer ID format	Recipient and old Retailer
	Business Function ID	Varchar (2)	Optional at the discretion of the LSA
	Site ID	Site ID format	Site enrolled by new Retailer/DSP
	Switch Date	Date Time	Date and Time the old Retailer/DSP is no longer connected to the site (no longer responsible for the load). Time will be the first hour of the day.
	Settlement Transfer Number	Varchar (20)	OPTIONAL FIELD - A unique transaction number that a Gas Distributor can use for verifying that processing took place.
	Old Retailer Account Number	Varchar (30)	OPTIONAL FIELD Account number by which old Retailer/DSP identifies site/socket id.

### 8.6.4 Update Customer Transaction Set

#### 8.6.4.1 General UCI Details

- a) The UCI transaction 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 DSP, if required, and to permit safe and secure operation of 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 enrollment 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.
- b) Abbreviations used in addressing schemes follow the English language version of Canada Post standards.

**Update/Refresh mechanism:** Whenever any of the information listed below is known by the retailer to have changed, the Retailer/DSP is required to re-send all of the data to ensure data is not lost.

**8.6.4.2 Update Customer Information (abbreviated: UCI)**

Field Sequence	Info Section	Process Requirement	Subsection	Element (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	Latter 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
6		Required		Site ID	Site ID format	Site to which the information applies.
7	Customer Info.	Customer Name	Required if party financially responsible for site energy is a company or other corporate entity.	Customer Company Name	Varchar (100)	Customer Company Name - mandatory if Customer Last Name is not included. 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)	Customer Last Name – mandatory if Customer Company Name is not included. not allowed if Customer Company Name is included
9			Required if party financially responsible for site energy is a Person(s) including all other financially responsible parties.	Customer First Name	Varchar (30)	Customer First Name – mandatory if Customer Company Name is not included, not allowed if Customer Company Name is included
10			Optional.	Customer Middle Name	Varchar (30)	Customer Middle Name optional if Customer Company Name is not included (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
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)	General Delivery Indicator - means general delivery address, 'N' or blank otherwise. Address is formatted : GD Drayton Valley AB TOE OM0
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 1 1 Red Deer Count) 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
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 fellow -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.. CP10SITE 4SS3
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 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 – 9 characters allows for the largest possible zip code
38			Required.	Province / State Code	Char (2)	Use standard 2-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 of 44.45 or 48 is required. Both is acceptable.	Customer Phone Number	Telephone Number Format	Full telephone number including area codes and international codes.
45			Optional	Customer Business Phone Number	Telephone Number Format	
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 E-mail 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			Required.	Onsite Generation Flag	Char (1)	if the site has onsite generation. 'N' if not.
52			Required.	Critical To Have Power Flag	Char (1)	if it is critical for this site to have power. 'N' if not.
53			Required if 52 is	Critical To Have Power Reason	Varchar (30)	Reason it is critical for this site to have power
54			Optional	SIC Code	Varchar (6)	
55	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 E-mail Address	Varchar (80)	
65	Owners Info. Fields 65 through 105.	Site Owner Information (only if Customer is a tenant)	Required if it exists in the energy billing mailing address.	Owner Company Name	Varchar(100)	
66			Required if it exists in the energy billing mailing address.	Owner Last Name	Varchar (30)	
67			Required if it exists in the energy billing mailing address.	Owner First Name	Varchar (30)	
68			Optional	Owner Middle Name	Varchar (30)	
69		Site Owner 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
70				Unit Number	Varchar (6)	Apartment number. etc.
71				House Number	Varchar (6)	
72				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				Street Name	Varchar (50)	
74				Street Type Code	Varchar (8)	Valid Canada Post Codes are required
75				Street Direction	Varchar (2)	Standard direction codes (N. W. SW. etc.) which appear after the Street Name. e.g. Millwoods RD W
76				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			General Delivery Indicator	Char (1) General Delivery Indicator – means general delivery address. N' or blank otherwise. Address is formatted: GD Drayton Valley AB TOE OMO
78		Site Owner Mailing Address (Canada & U.S.) Road Address			Lot ID	Varchar (10) An example of this type of address: 54 26540 Highway 11 Red Deer County AB T4E 1A3
79					Pre Road Number	Varchar (10) Pre Road
80					Road Type	Varchar (20) Range Road. Township Road. Highway
81					Post Road Number	Varchar (10) Post Road
82		Site Owner Mailing Address (Canada & U.S.) – Delivery 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
83				Site Number	Varchar (10) Number of the site to follow 'SITE' in standard Canada Post rural mailing address.	

						e.g..CP10SITE 4RR3
84			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 RR3
85			Mobile Route	Varchar (10)		Number of the mobile route to follow '-MR' in standard Canada Post mailing address
86			Suburban Service	Varchar (10)		Number of the suburban service to follow 'SS' in standard Canada Post mailing address
87			Station Name	Varchar (50)		Name to follow '-STN' in standard Canada Post mailing address
88			Retail Postal Outlet	Varchar (50)		Name of the retail postal outlet to follow 'RPO' in standard Canada Post mailing address
89			Post Office Box	Varchar (10)		Number to follow 'PO BOX' in standard Canada Post mailing address
90			Letter Carrier Depot	Varchar (50)		Name of the letter carrier depot to follow 'LCD' in standard Canada Post mailing address
91			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		City	Varchar (50)		Name of the town or city
93			Postal Code	Varchar (9)		Postal or zip code – 9 characters allows 1br the largest possible zip code
94			Province / State Code	Char (2)		Use standard 2-character codes
95	Site Owner Mailing Address Foreign Address		Foreign Address 1	Varchar (50)		Format as required for mailing
96			Foreign Address 2	Varchar (50)		Format as required for mailing
97			Foreign Address 3	Varchar (50)		Format as required for mailing
98			Foreign Address 4	Varchar (50)		Format as required for mailing
99	Site Owner Mailing Address all formats		Country	Varchar (30)		Full country name
100	Site Owner Phone Number		Site Owner Phone Number	Telephone Number Format		
101			Site Owner Business Phone Number	Telephone Number Format		
102			Site Owner Fax Number	Telephone Number Format		
103			Site Owner Pager Number	Telephone Number Format		
104			Site Owner Mobile Phone	Varchar (20)		
105			Site Owner E-mail 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 this field is used it must be dealt with at a minimum. in a manual fashion. The use of this electronic transaction in an automated fashion (in case of problems) is subject to the T's and C's. Transaction Status e.g. Code "0000" Successful Error "0001" Site ID Invalid Error "0002" Other
107	Optional Helpful info Fields 107 and 108.		Optional	Retailer / DSP Account Number	Varchar (30)	OPTIONAL – Cross reference for support. Gas Distributor does not have any obligation to keep track of this for the Retailer/DSP
108			Optional	Retailer/DSP Reference Number	Varchar (20)	OPTIONAL – Identification number that allows Retailer/DSP's to track their transactions. NOTE: This field is optional by Retailer/DSP preference. But if present, it will be mirrored back in any rejection transaction

### 8.6.4.3 Request Update to Customer Information (RUC)

#### Process Rules

- a) This transaction 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 is requesting the Retailer/DSP send a UCI.
- b) The Gas Distributor must specify which Site ID's require the new UCI. The Retailer/DSP must respond within 5 business days of receiving the request.

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
Request Update to Customer Information (RUC)	Transaction Abbreviation	-RUC'	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Gas Distributor ID	Gas Distributor ID Format	Sender
	Retailer ID	Retailer ID format	Recipient
	Site ID	Site ID format	Site ID for which the UCI is required
	First Incorrect Field	Number 1 to 108 Mandatory	Field which incorrect from UCI currently held by the Gas Distributor
	Second Incorrect Field	Number 1 to 108 Optional	Field which incorrect from UCI currently held by the Gas Distributor

	Third Incorrect Field	Number 1 to 108 Optional	Field which incorrect from UCI currently held by the Gas Distributor
	Fourth Incorrect Field	Number 1 to 108 Optional	Field which incorrect from UCI currently held by the Gas Distributor
	Fifth Incorrect Field	Number 1 to 108 Optional	Field which incorrect from UCI currently held by the Gas Distributor
	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 Section 8.9 must be used.

## 8.6.5 Site Metering Characteristics Transaction

### 8.6.5.1 Process Rules

- a) The Site Metering Characteristics (SMC) transaction 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. This transaction set is sent to the Retailer/DSP:
1. When the Gas Distributor has been notified of a successful enrollment at a site
  2. When the metering configuration has been changed at a site. Specifically, this includes a change to:
    - A. Type of metering
    - B. Energized state
    - C. Subtract metering
- b) Changes to meter, multiplier, or last reading will be reported by way of the DCM transaction.

### 8.6.5.2 Site Metering Characteristics (Abbreviated: SMC)

Field Sequence	Section	Processing Requirements	Element (in sequence)	Data Type/Size	Description
1		Required	Transaction Abbreviation	SMC	Abbreviation for the transaction name
2		Required	Transaction Date time	Date time format	Latter 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/DSP 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: — cumulative — interval U' unmetered
7		Required	Energized Ind	Char (1)	Indicates whether the site is energized ('Y' or 'N')
8		Required	Subtract metering	Char(1)	Indicates whether the site is subtract metered ('Y' or 'N'). Required if the site is metered in such a way that an additional correcting DCM usage value will be provided.
9		Required	Loss Compensation	Char(I)	Contains "N" – Not used for ATCO Gas.
10		Required	Socket ID	Socket ID format	Identifier for the point of measurement within the site. Optional at the discretion of Gas Distributor.
11		Required.	Date time Effective	Date time format	Date and time the characteristics are effective
12		Required.	Meter Energy Number	Varchar (20)	Meter Number (cumulative meter only)
13		Required	Energy Installation Multiplier	Number (6.1)	Includes all factors of the billing multiplier except heat value
14		Required	Number of Dials	Number (3)	Number of dials on the meter (cumulative meter only )
15		Required	Decimal Positions	Number (1)	Number of the above dials which represent decimal positions (cumulative meter only)
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 reading (cumulative meter only)
17		Required	Last Meter Dial Reading	Number (10)	The last actual reading taken from the meter (cumulative meter only)
18			Meter Number	Varchar (20)	Blank – Not used for ATCO Gas
19			Billing Multiplier	Number (6.1)	Blank – Not used for ATCO Gas



20		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.

## 8.6.6 Energize/De-Energize Site

### 8.6.6.1 Energize Request (abbreviated: ENR)

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
Energize Request (ENR)	Transaction Abbreviation	ENR	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Retailer ID	Retailer ID format	Sender
	Business Function ID	Varchar (2)	Required
	Gas Distributor ID	Gas Distributor ID format	Recipient
	Site ID	Site ID format	Site to energize
	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.
	Requested Energize Date	Date	Date the gas is to be turned on. Is optional if the priority code is used.
	Contact name	Varchar (100)	The person to contact in the event of problems executing this request.
	Contact phone number	Telephone number format	The phone number of the contact person named in this transaction.
	Message to Gas Distributor	Varchar (160)	Optional field. Information to assist the Gas Distributor in executing this request

### 8.6.6.2 Energize Failure (abbreviated: ENF)

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
Energize Failure (ENF)	Transaction Abbreviation	ENF'	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Gas Distributor ID	Gas Distributor ID	Sender
	Retailer ID	Retailer ID format	Recipient
	Site ID	Site ID format	Site that could not be energized
	Energize Failure Reason Code	Char (4)	Reason why the failure did not succeed: When using transaction status codes. The codes in Section 8.9 must be used.

### 8.6.6.3 Energize Completion to Retailer/DSP's, Settlement (abbreviated: ENC)

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
Energize Completion (ENC)	Transaction Abbreviation	ENC	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Gas Distributor ID	Gas Distributor ID format	Sender
	Retailer ID	Retailer ID format	Recipient
	Settlement ID	Settlement ID Format	Recipient
	Site ID	Site ID format	Site that was energized
	Energized Date	Date Time format	Date the site was energized

### 8.6.6.4 De-Energize Request (abbreviated: DER)

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
De-Energize Request (DER)	Transaction Abbreviation	DER	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Retailer ID	Retailer ID format	Sender
	Business Function ID	Varchar (2)	Required
	Gas Distributor ID	Gas Distributor ID format	Recipient
	Site ID	Site ID format	Site to de-energize
	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.

	Requested De-Energize Date	Date	Date the gas is to be turned off. Is optional if the priority code is used.
	Contact name	Varchar (100)	The person to contact in the event of problems executing this request.
	Contact phone number	Telephone number format	The phone number of the contact person named in this transaction.
	De-Energize Reason	Number (4)	Reason for De-Energize: "0001" Customer Request "0002" Cut Off for Non Payment "0003" Premise Demolished "0004" Safety Shut Off "0005" Seasonal Shut Off "0006" Vacant Premises
	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 (abbreviated: DEF)

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
De-energize Failure (DEF)	Transaction Abbreviation	'DEF'	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Gas Distributor ID	Gas Distributor ID format	Sender
	Retailer ID	Retailer ID format	Recipient
	Business Function ID	Varchar (2)	Optional at the discretion of the Gas Distributor
	Site ID	Site ID format	Site that could not be energized
	De-Energize Failure Reason Code	Char (4)	Reason why the de-energize did not succeed. When using transaction status codes. The codes in Section 8.9 must be used.
	Other Failure Description	Varchar (80)	Date the gas is to be turned off: Is optional if the priority code is used.

### 8.6.6.6 De-Energize Completion to Retailer/DSP's and Settlement (abbreviated: DEC)

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
De-energize Completion (DEC)	Transaction Abbreviation	'DEC'	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Gas Distributor ID	Gas Distributor ID format	Sender
	Retailer ID	Retailer ID format	Recipient
	Business Function ID	Varchar (2)	Optional at the discretion of the Gas Distributor
	Site ID	Site ID format	Site that was energized
	De-energized Date and Time	Date Time format	Date the site was de-energized

### 8.6.6.7 Revoke De-Energize Request (abbreviated: RDR)

This transaction is a request and has no performance or time certainty. The Gas Distributor may not be capable of recalling or canceling the de-energization of the site.

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
Revoke De-Energize Request (RDR)	Transaction Abbreviation	RDR	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Retailer ID	Retailer ID format	Sender
	Business Function ID	Varchar (2)	Required
	Gas Distributor ID	Gas Distributor ID format	Recipient
	Site ID	Site ID format	Site to revoke de-energize

## 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 Search Site ID

#### 8.7.1.1 Search Site ID Request (abbreviated: SSR)

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
Search Site ID Request (SSR)	Transaction Abbreviation	-SSR'	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Retailer ID	Retailer ID format	Sender
	Gas Distributor ID	Gas Distributor ID format	Recipient
	Meridian	Varchar (3)	A Meridian defines a block of land between an east and west boundary. For Alberta, the Meridian is W4, W5, and W6 with W4 being the Saskatchewan border, W5 running just east of the Calgary Airport and W6 being just east of Jasper.
	Range	Number (2)	Ranges are numbered from east to west starting from each meridian. They are numbered 1 to 36. Each range is 6 miles (—10 kilometers) wide.
	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 6 miles (—10 kilometers) wide.
	Section	Number (2)	Sections are divided into four quarters or into sixteen legal sub-divisions. They are numbered from 1 to 36.

	Quarter	Char (2)	Quarters divide each section into 4 pieces: NE. NW. SE. SW
	Plan	Varchar (8)	For urban areas. a plan defines an area within a city, usually a community.
	Block	Varchar (5)	Defines a city block within a plan.
	Lot	Varchar (6)	Defines a lot within a city block.
	Suite	Varchar (5)	Suite Number for the address
	Street Number	Varchar (20)	The Street Number for the address. The street number must begin with a numeral and there should be no spaces between the number e.g., 416 is valid, 4 1 6 is invalid. When a suffix is alphabetic there is no space between the street number and the suffix. e.g. 416B. When a suffix is a fraction. A space is required between the street number and the suffix. e.g. 416 %2.
	Street Name	Varchar (20)	The street name; e.g. Argyle, 101. 20. Oak
	Street Type	Varchar (10)	The street type; e.g. ST. AVE. BLVD
	Street Direction	Varchar (2)	The direction of the street; i.e.. N. S. E. W. NE. NW. SE. SW
	Quadrant	Char (2)	The quadrant of the city; i.e. NE. NW. SE. SW
	City	Varchar (25)	Name of the City. Town. Village
	Province	Varchar (2)	Abbreviation for the province. Handles border customers from B.C.
	Postal Code	Char (6)	Postal code for the physical site. Will be empty if the site address is not also the mailing address; i.e. post office box.

## 8.7.2 Request Off-Cycle Meter Read

### 8.7.2.1 Request Off-Cycle Meter Read (abbreviated: ROR)

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
Request Off-Cycle Meter Read (ROR)	Transaction Abbreviation	'ROR'	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Retailer ID	Retailer ID format	Sender
	Business Function ID	Varchar (2)	Required
	Gas Distributor ID	Gas Distributor ID format	Recipient
	Site ID	Site ID format	Site to perform off-cycle Meter Read
	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.
	Requested Off-Cycle Read Date	Date	Date the meter is requested to be read. Is optional if the priority code is used.
	Meter Access Instructions	Varchar (80)	Instructions on how to access the meter. Or warnings: Dog. See Manager. Careful. Knock and Wait

### 8.7.2.2 Request Off-Cycle Meter Read Completion (abbreviated: ROC)

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
Request Off-Cycle Meter Read Completion (ROC)	Transaction Abbreviation	-ROC'	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Retailer ID	Retailer ID format	Recipient
	Gas Distributor ID	Gas Distributor ID format	Sender
	Site ID	Site ID format	Site to perform off-cycle Meter Read
	Completion Flag	Char (I)	(Y) If the meter read is complete, (N) if the meter read is incomplete.
	Off-Cycle Incomplete Reason	Varchar (80)	Reason the Off Cycle read was not completed
	Off Cycle Read Date	Date/Time	Date and Time the Off-Cycle Read was completed.

### 8.7.3 De-Select Request

#### 8.7.3.1 De-Select Request (abbreviated: DSR)

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
De-Select Request (DSR)	Transaction Abbreviation	""DSR"	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Retailer ID	Retailer ID format	Sender
	Gas Distributor ID	Gas Distributor ID format	Recipient
	Site ID	Site ID format	Site to de-select
	Requested De-Select Date	Date	Date the site is to be de-selected
	De Select Reasons	Varchar (4)	Reason for the De Select Request "0001" Customer Moving Out "0002" Retailer/DSP Drops Customer "0003" Other

#### 8.7.3.2 De-Select Notification (abbreviated: DSN)

Transaction (Abbreviation)	Element (in sequence)	Data Type/Size	Description
De-Select Request (DSN)	Transaction Abbreviation	"DSN"	Abbreviation for the transaction name
	Transaction Date time	Date time format	Latter of the time the transaction was created or last modified
	Gas Distributor ID	Gas Distributor ID format	Sender
	Retailer ID	Retailer ID format	Recipient
	MDM ID	MDM ID format	Recipient
	Settlement ID	Settlement ID format	Recipient
	Site ID	Site ID format	Site to de-select
	De-Select Failure Reason Code	Varchar (4)	Reason why the failure did not succeed. When using transaction status codes. The codes in Section 8.9 must be used.

### 8.8 Settlement Code Standard Transaction Timing Table

Process (could contain many transactions)	Transaction	Standardization Level	Input from (data source)	Output to (i.e. LSA, MDM, MSP, Retailer/DSP, All utilities, general public)	Delivery Timing (Send immediately, send overnight, send when requested)	Work completion to notification delay (maximum)
Select Retailer Request	SRR	Format	Retailer/DSP	LSA	Overnight	
Select Retailer Notification	SRN	Format	LSA	New Retailer/DSP	Overnight	Day of Enrollment
Notify Old Retailer	SRO	Format	LSA	Old Retailer/DSP	Overnight	Day of Enrollment
Settlement Notify MDM, Gas Distributor	SRW	Format	LSA	MDM, Gas Distributor	Overnight	Day of Enrollment
Update Customer Information	UCI	Format	Retailer/DSP	Gas Distributor	Overnight	
Update Customer Information Response	UCI	Format	Gas Distributor	Retailer/DSP	Overnight	Next Day
Energize Request	ENR	Content	Retailer/DSP	Gas Distributor	Overnight	
Energize Failure	ENF	Content	Gas Distributor	Retailer/DSP	Overnight	5 days
Energize Completion to Retailer Settlement and MDM	ENC	Content	Gas Distributor	Retailer/DSP, MDM, LSA	Overnight	5 days
De-Energize Request	DER	Content	Retailer/DSP	Gas Distributor	Overnight	
De-Energize Failure	DEF	Content	Gas Distributor	Retailer/DSP	Overnight	5 days
De-Energize Completion to Retailer, Settlement and MDM	DEC	Content	Gas Distributor	Retailer/DSP, MDM, LSA	Overnight	5 days
Request Off Cycle Meter Read	ROR	Content	Retailer	Gas Distributor	Overnight	
Request Off Cycle Meter Read Completion	ROC	Content	Gas Distributor	Retailer/DSP	Overnight	5 days
Revoke De Energize Request	RDR	Content	Retailer/DSP	Gas Distributor	Overnight	
Revoke De Energize Confirmation	RDC	Content	Gas	Retailer/DSP	Overnight	Next Day
Search Site Request	SSR	Content	Retailer/DSP	Gas Distributor	Overnight	
Site ID Result	SIR	Content	Gas	Retailer/DSP	Overnight	Same Day
Daily Cumulative Meter Consumption to Retailer/DSP and Settlement	DCM	Format	MDM	LSA, Gas Distributor, Retailer/DSP	Overnight	5 days
DCM Error Transaction Rejection	DCM	Format	LSA, Gas Distributor, Retailer/DSP	MDM	Overnight	2 days
Wholesale Settlement Information	Gas Distributor	Format	LSA	Retailer/DSP, client Gas Distributor	Overnight	Same Day -- See Code
Wholesale Settlement Information (error notification)	Gas Distributor	Format	Retailer/DSP, client	LSA	Overnight	Same Day - See Code
Cumulative Switch Estimate Consumption to Retailer/DSP's	CSE	Format	LSA, MDM	Retailer/DSP (Old) Retailer/DSP (New)	Overnight	Following initial daily settlement for switch day - See Code

Cumulative Switch Estimate Consumption received / errors	CSE	Format	Retailer/DSP	LSA. MDM	Overnight	Following initial settlement for switch day - See Code
De-Select Request	DSR	Content	Retailer/DSP	Gas Distributor	Overnight	
De-Select Notification	DSN	Content	Gas Distributor	LSA. MDM. Retailer/DSP	Overnight	Same Day
Request Update Customer Information	RUC	Format	Gas Distributor	Retailer/DSP	As required see code	5 days

### 8.9 Settlement Code Transaction Status Code

After a Gas Distributor receives a transaction, the Gas Distributor may screen the transaction for errors in the content or format of the transaction itself and/or for inconsistencies with other Gas Distributor data sources. The types and levels of detail of the error screening is up to each Gas Distributor. The notification to the sender of the error status of the transaction should use whichever of the status codes in the following table are appropriate for the error screening performed by the Gas Distributor.

Status Code	Description	Applicable Transaction	Transaction w/o Status	Section Causing Error	Field Causing Error
0000	Transaction successful	all			
0001	Invalid transaction abbreviation	all			Transaction Abbreviation
0002	Invalid date I time format	all			Transaction Date time
0003	Invalid meter data manager ID	DCM			Meter Data Manager ID
0003	Invalid meter data manager ID		SRW		Meter Data Manager ID
0004	Invalid meter data manager ID for site	DCM			Meter Data Manager ID
0004	Invalid meter data manager ID for site		SRW		Meter Data Manager ID
0005	Invalid retailer ID	CSE			Retailer 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
0005	Invalid retailer ID		SRW		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	CSE			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 settlement ID	CSE			Settlement ID
0009	Invalid settlement ID	DCM			Settlement ID
0009	Invalid settlement ID	SRN			Settlement ID
0009	Invalid settlement ID	SRR			Settlement ID
0009	Invalid settlement ID	WSI			Settlement ID
0009	Invalid settlement ID		SRN		Settlement ID
0009	Invalid settlement ID		SRO		Settlement ID
0009	Invalid settlement ID		SRW		Settlement ID
0011	Invalid gas services provider ID	DEF			Gas Distributor ID
0011	Invalid gas services provider ID	DSN			Gas Distributor ID
0011	Invalid gas services provider ID	ENF			Gas Distributor ID
0011	Invalid gas services provider ID	RDC			Gas distributor ID
0011	Invalid gas services provider ID	ROC			Gas Distributor ID
0011	Invalid gas services provider ID	UCI			Gas Distributor ID
0011	Invalid gas services provider ID		DSR		Gas distributor ID
0011	Invalid gas services provider ID		SRW		Gas distributor ID
0012	Invalid gas services provider ID for site	DSN			Gas Distributor ID
0012	Invalid gas services provider ID for site	UCI			Gas Distributor ID
0012	Invalid gas services provider ID for site		DSR		Gas Distributor ID
0012	Invalid gas services provider ID for site		SRW		Gas Distributor ID
0013	Invalid site ID	CSE			Site 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
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
0013	Invalid site ID		SRW		Site ID
0014	Site already enrolled with this Retailer/DSP	SRN			Site ID
0014	Site already enrolled with this Retailer/DSP	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	SRN			Site ID
0017	Switch has already been processed for	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
0019	Invalid date format		DSR		Requested De-Select
0020	Invalid socket ID	DCM			Socket ID
0021	Transaction Status Code must be blank	CSE			Transaction Status Code
0021	Transaction Status Code must be blank	DCM			Transaction Status Code
0021	Transaction Status Code must be blank	SRN			Transaction Status Code
0021	Transaction Status Code must be blank	SRR			Transaction Status Code
0021	Transaction Status Code must be blank	WSI			Transaction Status Code
0021	Transaction Status Code must be blank		DSR		Transaction Status Code
0022	Business Function ID must be blank	CSE			Business Function ID
0022	Business Function ID must be blank	DCM			Business Function ID
0022	Business Function ID must be blank	DSN			Business Function ID

0022	Business Function ID must be blank	SRN			Business Function ID
0022	Business Function ID must be blank	SRR			Business Function ID
0022	Business Function ID must be blank	WSI			Business Function ID
0022	Business Function ID must be blank		DSR		Business Function ID
0022	Business Function ID must be blank		SRN		Business Function ID
0022	Business Function ID must be blank		SRO		Business Function ID
0022	Business Function ID must be blank		SRW		Business Function ID
0024	Invalid number of fields in the transaction	CSE			
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		
0024	Invalid number of fields in the transaction		SRW		
0025	Zone ID invalid - format, length, missing	WSI			Zone ID
0026	Invalid business function ID	CSE			Business Function ID
0026	Invalid business function ID	DCM			Business Function ID
0026	Invalid business function ID	DEF			Business Function ID
0026	Invalid business function ID	DSN			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
0026	Invalid business function ID		SRW		Business Function ID
0027	Other	CSE			
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		
0027	Other		SRW		
0050	Site not eligible for RRO	SRN			Site ID
0050	Site not eligible for RRO	SRR			Site ID
0051	Valid update customer information not received	SRN			
0051	Valid update customer information not received	SRR			
0053	Field too long	UCI		General	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	City
0070	Field too long	UCI		Customer Mailing	City
0071	Invalid city quadrant	UCI		Customer Mailing	City Quadrant
0072	Field too long	UCI		Customer Mailing	Compartment
0073	Country is required	UCI		Customer Mailing	Country
0074	Invalid country	UCI		Customer Mailing	Country
0075	Customer mailing address required	UCI		Customer Mailing	Customer Mailing Address
0076	Invalid mailing address combination	UCI		Customer Mailing	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	Delivery Installation Name
0080	Field too long	UCI		Customer Mailing	Foreign Address 1
0081	Field too long	UCI		Customer Mailing	Foreign Address 2
0082	Field too long	UCI		Customer Mailing	Foreign Address 3
0083	Field too long	UCI		Customer Mailing	Foreign Address 4
0084	Invalid general delivery indicator	UCI		Customer Mailing	General Delivery Indicator
0085	Field too long	UCI		Customer Mailing	House Number
0086	House number required	UCI		Customer Mailing	House Number
0087	Field too long	UCI		Customer Mailing	Letter Carrier Depot
0088	Field too long	UCI		Customer Mailing	Lot ID
0089	Field too long	UCI		Customer Mailing	Mobile Route
0090	Field too long	UCI		Customer Mailing	Post Office Box
0091	Field too long	UCI		Customer Mailing	Post Road Number
0092	Post road number required	UCI		Customer Mailing	Post Road Number
0093	Invalid postal code format	UCI		Customer Mailing	Postal Code
0094	Field too long	UCI		Customer Mailing	Pre Road Number
0095	Pre road number required	UCI		Customer Mailing	Pre Road Number
0096	Invalid province / state code	UCI		Customer Mailing	Province /" State Code
0097	Province / state code is required	UCI		Customer Mailing	Province / State Code
0098	Field too long	UCI		Customer Mailing	Retail Postal Outlet
0099	Invalid road type	UCI		Customer Mailing	Road Type
0100	Road type required	UCI		Customer Mailing	Road Type
0101	Field too long	UCI		Customer Mailing	Rural Route
0102	Field too long	UCI		Customer Mailing	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	Station Name
0105	Invalid street direction code	UCI		Customer Mailing	Street Direction
0106	Field too long	UCI		Customer Mailing	Street Name
0107	Street name required	UCI		Customer Mailing	Street Name
0108	Invalid street pre-direction code	UCI		Customer Mailing	Street Pre-Direction
0109	Invalid street type code	UCI		Customer Mailing	Street Type Code
0110	Street type code required	UCI		Customer Mailing	Street Type Code
0111	Field too long	UCI		Customer Mailing	Suburban Service
0112	Invalid unit definer	UCI		Customer Mailing	Unit Definer
0113	Unit definer not allowed with unit number	UCI		Customer Mailing	Unit Definer
0114	Field too long	UCI		Customer Mailing	Unit Number
0115	Field too long	UCI		Customer Phone &	Customer E-mail Address
0116	Invalid customer tax number	UCI		Customer Phone &	Customer Fax Number
0117	Invalid customer mobile number	UCI		Customer Phone &	Customer Mobile Phone
0118	Invalid customer pager number	UCI		Customer Phone &	Customer Pager Number
0119	Invalid customer phone number	UCI		Customer Phone &	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	IICI		Contact Name	Name
0128	Field too long	UCI		Contact Phone & E-	E-mail Address
0129	Invalid fax number	IICI		Contact Phone & E-	Fax Number
0130	Invalid mobile number	IICI		Contact Phone & E-	Mobile Phone
0131	Invalid pager number	UCI		Contact Phone & E-	Pager Number
0132	Invalid phone number	UCI		Contact Phone & E-	Phone Number
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	City
0141	Field too long	UCI		Owner Mailing	City
0142	Invalid city quadrant	UCI		Owner Mailing	City Quadrant
0143	Field too long	UCI		Owner Mailing	Compartment
0144	Country is required	UCI		Owner Mailing	Country
0145	Invalid country	UCI		Owner Mailing	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	Delivery Installation Name
0148	Field too long	UCI		Owner Mailing	Foreign Address 1
0149	Field too long	UCI		Owner Mailing	Foreign Address 2
0150	Field too long	UCI		Owner Mailing	Foreign Address 3
0151	Field too long	UCI		Owner Mailing	Foreign Address 4
0152	Invalid general delivery indicator	UCI		Owner Mailing	General Delivery Indicator
0153	Field too long	UCI		Owner Mailing	House Number
0154	House number required	UCI		Owner Mailing	House Number
0155	Field too long	UCI		Owner Mailing	Letter Carrier Depot
0156	Field too long	UCI		Owner Mailing	Lot ID
0157	Field too long	UCI		Owner Mailing	Mobile Route
0158	Invalid mailing address combination	UCI		Owner Mailing	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	Post Office Box
0161	Field too long	UCI		Owner Mailing	Post Road Number
0162	Post road number required	UCI		Owner Mailing	Post Road Number
0163	Invalid postal code format	UCI		Owner Mailing	Postal Code
0164	Field too long	UCI		Owner Mailing	Pre Road Number
0165	Pre road number required	UCI		Owner Mailing	Pre Road Number
0166	Invalid province / state code	UCI		Owner Mailing	Province / State Code
0167	Province / state code is required	UCI		Owner Mailing	Province / State Code
0168	Field too long	UCI		Owner Mailing	Retail Postal Outlet
0169	Invalid road type	UCI		Owner Mailing	Road Type
0170	Road type required	UCI		Owner Mailing	Road Type
0171	Field too long	UCI		Owner Mailing	Rural Route
0172	Field too long	UCI		Owner Mailing	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	Station Name
0175	Invalid street direction code	UCI		Owner Mailing	Street Direction
0176	Field too long	UCI		Owner Mailing	Street Name

0177	Street name required	UCI		Owner Mailing	Street Name
0178	Invalid street pre-direction code	UCI		Owner Mailing	Street Pre-Direction
0179	Invalid street type code	UCI		Owner Mailing	Street Type Code
0180	Street type code required	UCI		Owner Mailing	Street Type Code
0181	Field too long	UCI		Owner Mailing	Suburban Service
0182	Invalid unit definer	UCI		Owner Mailing	Unit Definer
0183	Unit definer not allowed with unit number	UCI		Owner Mailing	Unit Definer
0184	Field too long	UCI		Owner Mailing	Unit Number
0185	Field too long	UCI		Owner Phone & E-	Owner E-mail Address
0186	Invalid fax number	UCI		Owner Phone & E-	Owner Fax Number
0187	Invalid mobile number	UCI		Owner Phone & E-	Owner Mobile Phone
0188	Invalid pager number	UCI		Owner Phone & E-	Owner Pager Number
0189	Invalid phone number	UCI		Owner Phone & E-	Owner Phone Number
0190	Field too long	SRN			Retailer/DSP Account Number
0190	Field too long	SRR			Retailer/DSP Account Number
0190	Field too long	UCI			Retailer/DSP Account Number
0191	Field too long	SRN			Retailer/DSP Reference Number
0191	Field too long	SRR			Retailer/DSP Reference Number
0191	Field too long	UCI			Retailer/DSP Reference Number
0191	Field too long		SRN		Retailer/DSP Reference Number
0192	Site owner name is required	UCI		Owner Name	
0193	Invalid business number	UCI		Customer Phone &	Customer Business Phone
0194	Invalid business number	UCI		Contact Phone & E-	Contact Business Phone
0195	Invalid business number	UCI		Owner Phone & E-	Owner Business Phone
0196	Invalid meter information	DCM			
0197	Invalid de-select reason		DSR		De-Select Reason
0198	Invalid date - notification period too short		DSR		Requested De-Select Date
0200	Invalid de-select reason	DSN			De-Select Reason
0201	Invalid requested de-select date-format. length. missing	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			Max GJ
0504	GJ invalid - format. length. missing on kW meter	DCM			Max kW
0505	Last Reading Date Time invalid – format. length	CSE			Last Reading Date Time
0505	Last Reading Date Time invalid – format. length	DCM			Last Reading Date Time
0506	Current Reading Date Time invalid – format. length	DCM			Current Reading Date Time
0507	Last Meter Dial Reading invalid – format. length	DCM			Last Meter Dial Reading
0508	Current Meter Dial Reading invalid format. length	DCM			Current Meter Dial Reading
0509	Max Reading invalid - format. length. missing on kWh meter	DCM			Max Reading
0510	Max Reading invalid - format. length. missing on meter	DCM			Max Reading
0511	Meter Multiplier invalid - format. length. missing	DCM			Meter Multiplier
0515	Record Status 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			GJ
0553	GJ invalid – format. length	CSE			GJ
0553	GJ invalid – format. length	DCM			GJ
0559	Interval Period invalid – format. length. missing	WSI			Interval Period
0561	Demand Status invalid – format. length	DCM			Demand (GJ) Status
0562	Consumption (kWh) Status invalid – format. length	DCM			Consumption (GJ) Status
0563	Demand Status invalid – format. length	DCM			Demand (GJ) Status
1002	Loss Group Code invalid – format. length. missing		SRN		Loss Group Code
1003	Enrollment Notification invalid – format. length. missing		SRN		Enrollment Notification
1004	Retailer/DSP Account Number invalid format. length	SRN			Retailer/DSP Account Number
1004	Retailer/DSP Account Number invalid format. length	SRR			Retailer/DSP Account Number
1004	Retailer/DSP Account Number invalid format. length	UCI			Retailer/DSP Account Number
1004	Retailer/DSP Account Number invalid – format. length		SRN		Retailer/DSP Account Number
1004	Retailer/DSP Account Number invalid format. length		SRO		Retailer/DSP Account Number
1005	Retailer/DSP Reference Number invalid – format. length	SRN			Retailer/DSP Reference Number
1005	Retailer/DSP Reference Number invalid format, length	SRR			Retailer/DSP Reference Number
1005	Retailer/DSP Reference Number invalid – format. length	UCI			Retailer/DSP Reference Number
1006	LSA Transfer Number invalid – format. length		SRN		LSA Transfer Number
1006	LSA Transfer Number invalid – format. length		SRO		LSA Transfer Number
1052	Switch DateTime invalid – format. length	CSE			Switch DateTime
1052	Switch DateTime invalid – format. length. missing		SRN		Switch DateTime
1052	Switch DateTime invalid – format, length. missing		SRO		Switch DateTime
1052	Switch DateTime invalid – format, length. missing		SRW		Switch DateTime
1100	Client Gas Distributor ID invalid format, length	WSI			Client Wire Services Provider ID
1101	Settlement Run Date Time invalid – format. length. missing	WSI			Settlement Run Date Time.
1102	Settlement As At Date Time invalid format, length. missing	WSI			Settlement As At Date Time
1103	Settlement Type invalid -- format. length. missing	WSI			Settlement Type
1104	Profile Freeze Cutoff Date invalid -format. length. missing	WSI			Profile Freeze Cutoff Date
1105	Settlement Interval Ending Date Time invalid – format. length. missing	WSI			Settlement Interval Ending Date Time
1107	Settlement Hour Ending invalid – format. length. missing	WSI			Settlement Hour Ending
1108	Retailer/DSP Usage Total (kWh) invalid – format. length. missing	WSI			Retailer/DSP Usage Total (kWh)

1109	Retailer/DSP Loss Total (kWh) invalid format, length. missing	WSI			Retailer/DSP Loss Total (kWh)
1110	Retailer/DSP UFE Total (kWh) invalid -- format, length. missing	WSI			Retailer/DSP UFE Total (kWh)
1111	Retailer/DSP Energy Grand Total (GJ) invalid format, length. missing	WSI			Retailer/DSP Energy Grand Total (GJ)
1200	Already de-energized	DEF			Site ID
1201	Requested De-Energize Date invalid - format, length. missing	DEF			De-Energize Date
1202	Requested De-Energize Reason invalid - format, length. missing	DEF			De-Energize Reason
1203	Already Energized	ENF			Site ID
1204	Requested Energize Date invalid - format, length. missing	ENF			Energize Date
1205	Site does not have infrastructure	ENF			Site ID
1206	De-Energize not requested	RDC			Site ID
1207	Not Energized	RDC			Site ID
1208	Off-Cycle Read Date invalid - format, length. missing	ROC			Off-Cycle Read Date

## 9. DROPCHUTE™ SECURITY REQUIREMENTS

### 9.1. DROPCHUTETM SECURITY REQUIREMENTS

This document details the requirements for DropChute™ servers for market participants and provides details on how the DropChute™ network is configured.

#### 9.1.1 Participant Roles

- a) The companies operating as Load Settlement Agents (LSA's) will be required to maintain a DropChute™ server for the use of all market participants in their settlement area. The server must use a version of DropChute™ that supports digital certificates.
- b) All participants will be required to use a version of DropChute™, which is compatible with those in use by the other market participants.
- c) For the purposes of this DropChute™ network, the LSA is the center of all transactions, and remains passive. The rest of the market participants pick up and drop off files on the LSA DropChute™ server: they are not delivered.

#### 9.1.2 Firewall Management

- a) DropChute™ communicates over a single open TCP port through the firewall, which must be opened for bi-directional communication. Participants wishing to interact with anyone's server will be required to configure their DropChute™ to use this standard port.
- b) The number of this TCP port will be disclosed by the LSA's to qualified, contracted parties, and is not to be disclosed by other market participants.

#### 9.1.3 Certificates Policy

- a) DropChute™ can be configured to use X.509 standard digital certificates. Specifically, if a Verisign digital certificate is used, DropChute™ requires the Verisign Personal ID, which is the variety of certificate used to validate email and

web browser communications. These are the Class 1 Digital IDs, which correspond to an email address. When purchasing one of these Digital IDs, a valid email address must be given, and the transaction must be made from a browser on the DropChute™ server that will be using the certificate. The email address must be the same as the unique name defined in DropChute™

- b) In order for the Digital ID to work with DropChute™, it must be purchased with the low security option. This is explicitly specified in the DropChute™ documentation, and is required for DropChute™ to automate file transfers.
- c) For the purposes of the market participants in Alberta, all partners will use the same key length of 1024 bits.

#### **9.1.4 New Participant Inclusion Procedure**

- a) It is the responsibility of the LSA's to verify the identity of the market participants with which they are exchanging transactions via DropChute™. All parties are responsible to carry out due diligence to confirm the identity of new market participants.
- b) It will be the responsibility of new market participants to communicate with all the relevant parties, and to follow these guidelines laid out for DropChute™ transactions.

### **9.2. DATA IMPLEMENTATION**

#### **9.2.1 Files**

- a) File names will follow the naming convention as specified in section 8.4.2 of the NG Settlement System Code.
- b) LSA's are not obligated to store DropChute™ data for longer than seven business days, after which all files will be removed from the LSA's DropChute™ server.

## **10. ATCO GAS PERFORMANCE STANDARDS FOR METER DATA MANAGEMENT**

### **10.1. OVERVIEW**

The purpose of this Appendix is to define the responsibilities and performance standards for Meter Data Managers (MDM) within the Province of Alberta. This Appendix contains the following sections:

Section 2: Role & Responsibilities

Section 3: Cumulative Meter Data Performance Standards



## 10.2. ROLES & RESPONSIBILITIES

### 10.2.1 Roles

- a) Meter Data Manager (MDM) is the entity responsible for collecting meter data, validating and correcting meter data, storing historic data, and reporting data and times to required parties.
- b) Accountability for accuracy of meter data, shall be the responsibility of one and only one entity. Accountabilities are as follows:
  1. A Gas Distributor as defined by the Gas Utilities Act is responsible to provide a meter and all meter related services, including the function of Meter Data Manager.
  2. 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 owner or facility owner for carrying out those functions.

## 10.3. CUMULATIVE METER DATA PERFORMANCE STANDARDS

The following section of the MDM Performance Standards deals with Cumulative Meters that are defined as Measurement Canada approved devices that measure and register the integral of gas quantity with respect to time.

### 10.3.1 Data Collection

#### 10.3.1.1 Data Collection Cycle

- a) The MDM attempts on a monthly basis to obtain an approved meter reading (as defined in Section 3.1.2) from 100% of cumulative meters.
- b) Where an MDM is unable to obtain an approved meter reading they must document the reasons which will be provided upon request.

#### 10.3.1.2 Definition of Approved Meter Reads

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

- a) A physical on-site meter read performed by ATCO Gas
- b) A remote meter read performed by an Automated Meter Reading System (AMR),  
or
- c) A customer read (up to 5 months)  
or
- d) Estimates for sites with specific conditions as specified in Section 3.2.2 c).

### 10.3.1.3 ATCO Gas activities to obtain approved meter readings

#### (A) 0 – 5 Months Without an Approved Meter Reading

- (1) *Meter Reader:*
  - (a) Attempt to obtain meter readings at a minimum on a monthly basis.
  - (b) Transfer successful meter readings to *Meter Reading Systems*.
  - (c) Leave an Interactive Voice Response (IVR) Card at sites where meter readings are not obtained by the *Meter Reader* which allows customer to provide a reading.
- (2) *Call Centre:*
  - (a) receive meter readings from *Site Customers* by fax, email, or from the *Call Centre*;
  - (b) assist *Site Customers* with meter reading instructions or resources as required to prompt the *Site Customer* for a reasonable meter reading;
  - (c) enter customer meter readings into Work Management;
  - (d) make special read access arrangements with the *Site Customer* if required.

#### (B) 6 - 8 Months Without an Approved Meter Reading

- (1) *Meter Reader:*
  - (a) Continues to attempt to obtain a meter reading at a minimum on a monthly basis.
  - (b) Leaves a *Call Us* Card to set up an appointment if meter reading not obtained.
- (2) *Meter Reading Systems:*
  - (a) Create a Read Job in *Work Management* to flag that a meter reading should be obtained by any field staff that may need to visit the site.
  - (b) When the *No Actual* count reaches 6 months in *Work Management*,  
send a *6-month Letter* to set up an appointment to the mailing address on the *Retailer's* account.
- (3) *Meter Reading Clerk:*
  - (a) Attempt to contact the *Site Customer* in response to the Read Job in *CAD / Work Management* to arrange for a special meter reading.
- (4) *Meter Reading Clerk or Call Centre:*

In response to a call or email from a *Site Customer*:

  - (a) Notify the *Site Customer* that the customer meter reading will not be accepted.
  - (b) Arrange for a special meter reading.

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**(C) 9 - 11 Months Without an Approved Meter Reading**

(1) *Meter Reader:*

- (a) Continues to attempt to obtain a meter reading at a minimum on a monthly basis.
- (b) Transfer successful meter readings to *Meter Reading Systems*.
- (c) Leave a *Red Flag Card* when the *No Actual* count reaches 9 months or greater in *Work Management*. This gives the customer notice of the potential for service cut-off if a meter reading cannot be obtained.

(2) *Meter Reading Systems:*

- (a) Create a Read Job in *Work Management* to flag that a meter reading should be obtained by any field staff that may need to visit the site.
- (b) Send a *9-month Letter* to the mailing address on the *Retailer's* account when the *No Actual* count reaches 9 months in *Work Management*.

(3) *Meter Reading Clerk:*

- (a) Attempt to contact the *Site Customer* in response to the Read Job in *CAD / Work Management* to arrange for a special meter reading.

(4) *Meter Reading Clerk or Call Centre:*

In response to a call or email from a *Site Customer*:

- (a) Notify the *Site Customer* that customer meter reading will not be accepted.
- (b) Arrange for a special meter reading.

**(D) 12+ Months Without an Approved Meter Reading**

(1) *Meter Reading:*

- (a) Continues to attempt to obtain meter readings at a minimum on a monthly basis.

(2) *Foreman or Meter Reading Supervisor:*

- (a) Confirm that all options for obtaining a Company meter reading have been exhausted.
- (b) Consult with *Distribution Field* and *Distribution Service* for permanent solutions for access.
- (c) Consider when to shut off the gas.
- (d) When the gas cannot be shut off, consider other options.
- (e) When the gas can be shut off, consider what is required to shut off the gas and make the appropriate shut-off arrangements.

- (f) When the gas can be shut off within five business days, initiate the *Final Notice Letter* for hand delivery to the site.

(3) *Meter Reading*

- (a) Hand deliver the *Final Notice Letter* to the site.
- (b) Obtain a meter reading if the *Site Customer* responds to the *Final Notice Letter*.
- (c) Initiate action with *Distribution Field*, if required, to shut off service on the sixth business day if the *Site Customer* does not respond and access is not granted.

#### **10.3.1.4 Data Collection Elements**

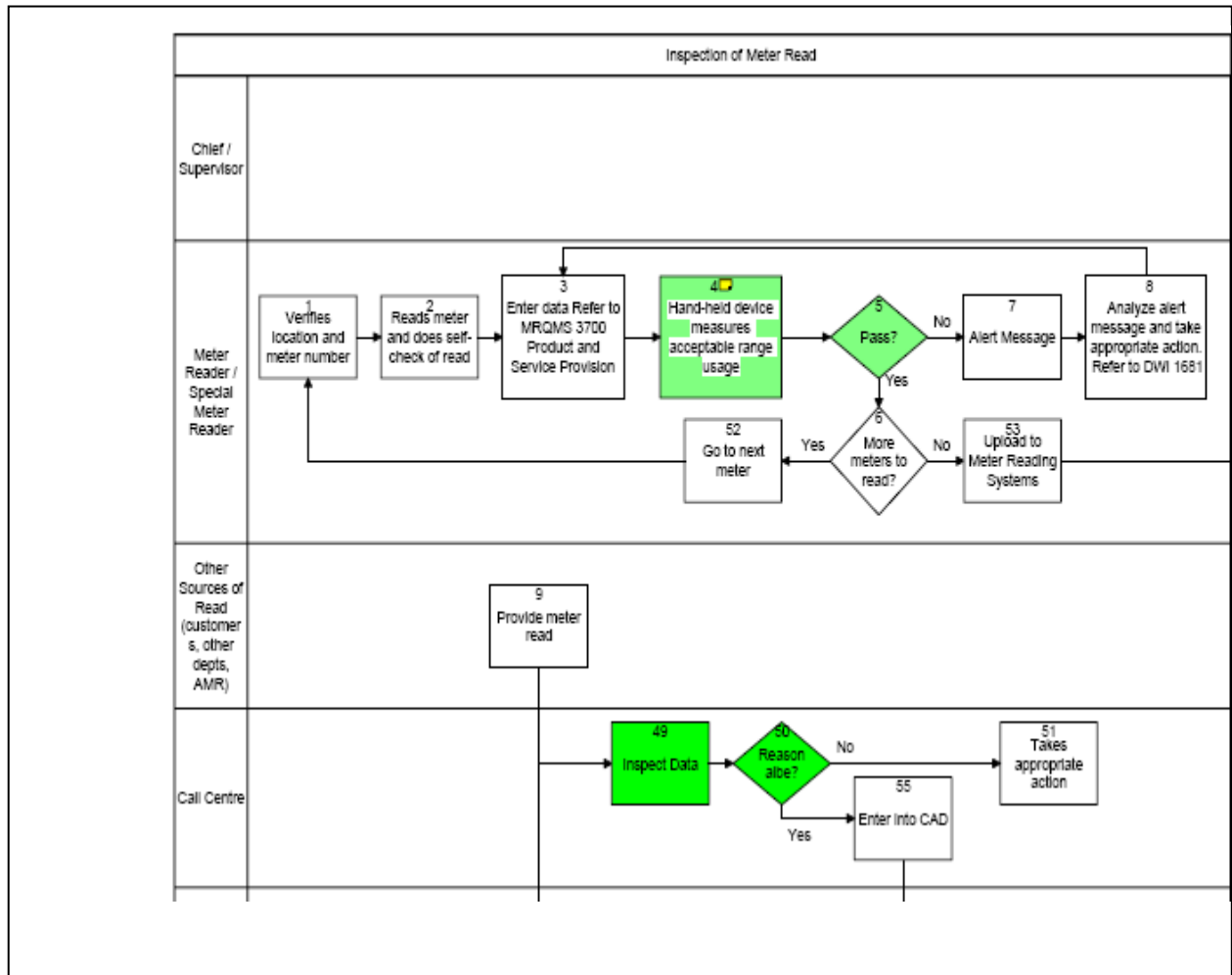
As a minimum, the data captured or verified during the data collection process must contain the following data elements:

- a) Meter Number
- b) Date of meter read
- c) Reading for all valid registers from the meter
- d) Reason why no reading obtained
- e) Report hazards, notes

#### **10.3.2 Validation of Meter Data**

##### **10.3.2.1 Validation Tests**

The MDM shall validate all cumulative meters using the following validation tests. If the meter data passes the validation tests, the data shall be considered settlement ready and shall be provided to the designated parties as per Section 3.4.. Meter data that failed one or more validation tests, shall be verified by the MDM as specified in Section 3.2.2 a).



**Product Conformity**

(1) *Meter Reader:*

- (a) Verify location and *Meter Number*.
- (b) Read meter and do re-check.
- (c) Enter data into hand-held device which compares meter read to acceptable range of usage.
- (d) Check hand-held device to determine if there is an alert message.
- (e) Move to the next meter if there is no alert.
- (f) Analyze alert message and take appropriate action if there is an alert.
- (g) Upload data to *Meter Reading Systems* at end of shift.

Check	Test	Description	Pass/Fail Criteria
<b>Meter Number</b>	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 # Expected Meter Number *Updates allowed
<b>Number of Dials</b>	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 Expected # dials *Updates allowed
<b>High and Low Usage</b>	Compare actual usage with historical usage (for Energy Meters only)	MDM's will continue to use their current High/Low validation routines. These routines shall be published and made available to the market.	Pass: Lo limit < Usage < Hi limit Fail: Lo limit > Usage > Hi Limit
<b>Zero Usage</b>	Compare actual usage to previous actual	An alert message "Zero Use on Active" will appear on display	Pass: Actual Usage > Previous Actual Read Fail: Actual usage = Previous Actual *Trouble/Comments allowed
<b>Use on Inactive</b>	Compare actual usage to previous actual	An alert message "Use on Inactive" will appear on display	Pass: Actual Usage = Last Actual Read Fail: Actual usage > Previous Actual *Trouble/Comments allowed

(2) *Call Centre:*

- (a) Inspect meter read for acceptable range of usage.
- (b) Decide if meter read is reasonable or not. Either:

*Reasonable* - Call Centre Agent enters meter read into

*Work Management*, or *Not Reasonable* -Call Centre Agent takes appropriate action such as providing instruction to *Site Customer* or schedules a *Read Job*

(3) *Other Data Reporting Sources:*

- (a) *Other Data Reporting Sources* include:

- *Site Customers (Internet, IVR, Fax, Phone)*
- *Meter Reading Department;*
- *Other departments, e.g., Distribution Service and Distribution Field;*
- *Automated Meter Reading (AMR);*

- (b) Information from these other sources is entered manually or file transferred into *Work Management*.

(4) *Meter Reading Systems:*

- (a) Receive uploaded data from hand-held devices and *Work Management*( which includes other data reporting sources).
- (b) Transfer data to *Read Quality*, a module within *Work Management*.
- (c) Run automated meter read edit process to determine if data is within an acceptable range of usage.
- (d) Meter read passes and is sent to *Retailer* in a *Daily Cumulative Metering (DCM)* file if usage is within parameters.
- (e) *Read Quality* generates a work queue if usage is not within parameters.
- (f) Analyze failure reasons.
- (g) Identify failure *Cause Code*.
- (h) Determine resolution, e.g., *send read, no read sent, or adjust read*.
- (i) Decide whether to send read or not.
- (j) *Meter Reading Systems* sends data to CIS if data is to be sent.
- (k) *Meter Reading Systems* takes appropriate action if data is not to be sent.
- (l) Raise a nonconformance if required, e.g., non-registering meter.

(m) *Meter Reading Systems* analyzes data characteristics and trends for *Meter Reading*.

(5) Billing & Adjustments:

- (a) Validate the charges within *CIS* generated by validated meter readings.
- (b) If the charges based on the meter readings do not pass *CIS* validation, request *Meter Reading Systems* to re-check the quality of meter readings and, if required, generate a *CIS* estimated reading.

**10.3.2.2 Verification, Editing and Estimation of Data – Customer Care**

a) Verification of Data

- 1. If the meter reading fails one or more validation tests, the MDM shall verify the validity of the test failure.
- 2. 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.
- 3. If the MDM determines that the data is invalid, then the MDM shall discard the failed data.

b) Editing of Data (Data Replacement)

- 1. If a previously submitted meter reading is subsequently found by the MDM to require amendment, the MDM shall submit Cancellation DCM(s) for the suspect meter reading as soon as reasonably possible.
- 2. If the Cancellation DCM causes the condition where there is no reported meter reading for the past 2 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.

c) Estimation of Data

- 1. Estimation of meter reading data shall take place only in these circumstances:
  - A. Where a meter or equipment has failed and the meter reading cannot be obtained by any means, or
  - B. Where energy diversion of theft has occurred.
- 2. 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.



### **10.3.2.3 Investigation and Notification**

- a) 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 1 business day.
- b) 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.

### **10.3.3 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.

### **10.3.4 Data Provision**

- a) Subject to the general provisions of the NG Settlement System Code Section 2, "Responsibilities", the MDM shall provide settlement ready data in DCM records.
- b) 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 Current Reading Datetime and Last Reading Datetime) of one and only one DCM.
- c) The reporting date in the DCM Current Reading Datetime field shall be the date the meter was actually read.
- d) The reporting time in the DCM Current Reading Datetime 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 and 23:59.

### **10.3.5 Data Performance Metrics**

- a) Data points that have passed validation shall be reported no later than 23:50 of the 8<sup>th</sup> business day from the date of the meter read.

## 11 ATCO Gas Settlement Performance Reporting

### 11.1 Overview

The purpose of this Section is to identify reporting requirements to be used as a measure of performance for Settlement as governed by the Settlement System Code.

### 11.2 Reporting Requirements

This section is to define the reporting requirements with respect to Settlement performance. On a monthly basis reports as noted below will be provided by ATCO Gas.

#### 11.2.1 Meter Reading Performance

Each month ATCO Gas will provide the 12 month rolling information related to metering reading for each zone in the following form.

	Inside Meters	Outside Meters	Total Meters
Average Number of Meters*			
Percentage of monthly meters readings obtained over last 12 months			

\*Average Number of Meters will be based on total meters used in the determination of the 12 month rolling percentage

#### 11.2.2 Site DCM Information at Final Settlement

Each month ATCO Gas will provide data as noted in the table below related to Site DCM information by profile class for each settlement run for each zone. For example the statistics reported in for the Settlement Month of January would reported in February (S1), March (S2) and May (S3).

	Average # Sites without DCM	Average % Sites without DCM	Average GJ Consumption without DCM	Average % Consumption without DCM
Residential				
Small Apartment				
Small Commercial				
Small Industrial				
Large Apartment				
Large Commercial				
Large Industrial				
Total System				

**11.2.3 Settlement Accuracy at Final Settlement**

Each month ATCO Gas will provide data as noted in the table below related to settlement accuracy for each zone. Specifically a comparison S3 versus Backcast S1 and S2 data will be provided. For example, the January Settlement Month statistics would be reported in May.

	Mean Absolute Deviation (GJ)	Mean Absolute Percent Error %
Residential		
Small Apartment		
Small Commercial		
Small Industrial		
Large Apartment		
Large Commercial		
Large Industrial		
Total System		

**11.2.4 System Information**

System information relates to the gas receipts and gas deliveries for the gas distribution system in total for each zone. ATCO Gas 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/DSP 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 (also see Section 4.1).

	System Receipt (GJ)	Final Settlement (S3) System Data (GJ)
Day 1		
Day 2		
Day 3		
Day4		
Etc.		