



85 7<sup>th</sup> Place East, Suite 500  
St. Paul, MN 55101-2198  
651-539-1500

May 23, 2016

Natural Gas Utility Contact:

Re: Minnesota's Natural Gas Utility Annual Report and Forecast

The Minnesota Department of Commerce is providing your utility with the appropriate files and forms to assist you in meeting Minnesota rules and regulations governing natural gas utilities. These rules require natural gas utilities operating in Minnesota to provide the Department with an annual report and forecast data. The data that your utility submits in this report will assist the Department in providing the legislature and the public with information regarding the state's current and future natural gas situation.

In an effort to assist you with submitting your utility's data, we have provided the following options:

Option 1) **Electronic Upload to eDockets/eFiling System** (preferred option) – Spreadsheet files will be e-mailed to all utilities and must be completed with **2015** calendar year utility data. The completed spreadsheet files (**NOT** a pdf copy) should be uploaded to the Minnesota Department of Commerce (DOC) and Public Utilities Commission eDockets/eFiling system, which is at the following web site address:

<https://www.edockets.state.mn.us/EFiling/>

The docket number to use for this submittal of 2015 data is **16-19**.

The main utility annual report spreadsheet file must be e-filed as a 'Public' document. The Public documents will be available in eDockets by searching the docket number. Please upload the actual spreadsheet file (.xls or .xlsx format), rather than a .pdf format copy of the spreadsheet.

The spreadsheet files will be e-mailed to all utilities for which we have an e-mail address from last year's Natural Gas Information Annual Report submitted to DOC. Submitting your utility's data via eDockets/eFiling will help ensure that the data is accurately incorporated into DOC's data management system. Any additional attachments that are available as files in electronic format having a .xls, .xlsx, or .pdf extension can also be uploaded to eDockets.

*Please submit the actual spreadsheet file (.xls or .xlsx file format) that contains your 2015 data via eDockets/eFiling, **NOT** a pdf copy of the spreadsheet file.*

For directions on how to e-file, visit: <http://www.commerce.state.mn.us/eDocFile/eFilingHelp.html>

Or contact: Karen Santori  
Regulatory Information Services Supervisor at DOC  
[Karen.santori@state.mn.us](mailto:Karen.santori@state.mn.us) | 651-539-1530

Option 2) **Email Submittal** - The completed spreadsheet files (.xls or .xlsx file format) containing the 2015 data can be attached to an e-mail message and sent to [rule7610.reports@state.mn.us](mailto:rule7610.reports@state.mn.us). Any additional required attachments that are available in electronic format can also be included with the e-mail sent to DOC. Please send such attachments as separate files, i.e. not as part of the utility annual report spreadsheet file.

These same forms, instructions and spreadsheet files can be found on our State energy website, at [mn.gov/commerce/](http://mn.gov/commerce/). However, the spreadsheet file will not contain any of the information from your previous year's submittal. To locate the forms on the energy website, select the "Industries & Agencies" link from the menu bar at the top of the screen, then select "Energy", "Utilities", and then "Annual Reporting" from the subsequent menus/pages. On the "Annual Reporting" page scroll down to the section labeled "Natural Gas Utility Data Reporting – Rule 7610". The forms and instructions in that section can be downloaded to your computer. However, the spreadsheet file will not contain any of the information from your previous year's submittal – the spreadsheet file emailed to you does contain that information. The spreadsheet file can be downloaded by clicking on the link "Spreadsheet-Natural Gas Utility Data Report", filled in and then submitted as described in Option 1) or 2) above. The web page can also be reached directly at the following address:

<http://mn.gov/commerce/industries/energy/utilities/annual-reporting>

Minnesota Rules require that you return this information to us by **July 1, 2016**. If you require additional time to submit the information to the Department, please contact Steve Loomis. If you believe that any data requested is trade secret, please clearly mark any specific data as such and explain why you believe the data is trade secret. Please note, for cooperative and municipal utilities, we will use the revenue information you provide on page 13 of form EN-00037 for the Alternative Energy Assessment. The corresponding information on the electronic spreadsheet file is entered on the "SalesRevenue" worksheet.

If you have any questions regarding this annual report, please contact Steve Loomis via email at [steve.loomis@state.mn.us](mailto:steve.loomis@state.mn.us) or by phone at 651-539-1690 (fax 651-539-0109). Written correspondence should be submitted to:

MN Dept. of Commerce  
Division of Energy Resources  
Attn: Steve Loomis  
85 7<sup>th</sup> Place East, Suite 500  
St. Paul, MN 55101-2198

Thank you for your cooperation.

Sincerely,

*Mike Rothman*  
Commissioner