

April 2024

Natural Gas Utility Contact:

Minnesota Department of Commerce  
Division of Energy Resources  
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(preferred)

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

The Minnesota Department of Commerce (Commerce) is providing your utility with an Excel workbook and instructions to assist you in meeting Minnesota rules and regulations governing natural gas utilities. These rules require natural gas utilities operating in Minnesota to provide Commerce with an annual report with utility data for **calendar year 2023**. In addition, some natural gas utilities may also be required to submit forecast data (see forecast instructions). The data that your utility submits in this annual report will assist Commerce in providing the legislature and the public with information regarding the state's current and future natural gas consumption situation.

The workbook and instructions have been emailed to all utilities for which we have an email address that was contained in last year's Natural Gas Utility Information Annual Report. The workbook contains some of the information that your utility submitted on last year's report.

Please complete the attached workbook by filling in the appropriate data for your utility. When entering data into the workbook, **do NOT** modify the format or rename the workbook/worksheet tabs. The worksheet tabs contain range names identifying various fields, which are used by Commerce's data management system to import the worksheet data. If your utility utilizes an automated routine to enter data values in the various worksheet fields, the routine must not modify the pre-assigned range names. Any additional files should follow the file naming format listed in the Attachments tab of the annual report workbook.

If for any reason the annual report workbook needs to be updated/corrected, resubmit the workbook with **\*\* CORRECTED \*\*** highlighted (change the font color from *White* to *Automatic*) in Cell G1 of the Registration tab and place a note in the Comments area (Cells EFG25-30) indicating what was updated.

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

**Option 1) Electronic Upload to eDockets/eFiling System**

Upload the completed annual report *workbook* (.xls or .xlsx file format, **do not** submit a pdf copy), containing the data for **calendar year 2023**, and all attachments via eDockets/eFiling (a Commerce and Public Utilities Commission system).

**Helpful Tips for submitting via eDockets/eFiling at <https://www.edockets.state.mn.us/EFiling/>:**

- A. The existing docket number to use for the submittal of **calendar year 2023** data is **24-19**
- B. The Document Type is **Report**
- C. The annual report workbook and all attachments should be uploaded into one (1) submission number with the annual report workbook and all attachments as a *'Public'* document.  
**NOTE:** if there is anything that will be marked *'Trade Secret'*, these items should still be uploaded into the same submission number. See Page 2 for additional instructions on documents marked as *Trade Secret*.
- D. The actual annual report workbook must be in .xls or .xlsx file format (**do not** submit a pdf copy)
- E. All attachment(s) should be in .xls, .xlsx, .doc, .docx, or .pdf file format (**do not** submit in any other file format)
- F. Each attachment should be in its own document/spreadsheet (for example: do not put the map and rate schedule into the same pdf); or insert the attachment into a tab in the annual report workbook.
- G. An attachment should be submitted even if there weren't any changes since last year (i.e. map, rate schedule, etc).

Sample results after uploading the annual report workbook and all attachments into one (1) submission number for docket **24-19**:

Document ID (submission number)	Class	Docket	Docket Type	On Behalf Of	Document Type
202404-123456-01	PUBLIC	24-19	PR	ACME GAS COMPANY	REPORT-MN NATURAL GAS UTILITY INFORMATION REPORT
202404-123456-02	PUBLIC	24-19	PR	ACME GAS COMPANY	REPORT-[EXAMPLES: LETTER TO COMMERCE, MAP OF SERVICE AREA, NG REPORT, RATE SCHEDULE, ETC]
202404-123456-03	TRADE SECRET	24-19	PR	ACME GAS COMPANY	REPORT-[DESCRIPTION OF TRADE SECRET ITEM]

After the documents have been uploaded into eDockets, they will be available to the public in 2-3 business days.

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

#### Option 2) Email Submittal

Email the completed annual report *workbook* (.xls or .xlsx file format, **do not** submit a pdf copy), containing the data for **calendar year 2023**, and all attachments to Commerce via [rule7610.reports@state.mn.us](mailto:rule7610.reports@state.mn.us)

#### Helpful Tips for submitting via email to [rule7610.reports@state.mn.us](mailto:rule7610.reports@state.mn.us):

- In one email, send the annual report workbook and all attachments (as separate files, i.e. not all attachments into one pdf OR inserted into a worksheet tab within the annual report workbook).
- Reply using the email that was sent to you and update the Subject Line to: *your utility name – CY2023 Commerce annual report and attachments* and include your contact information in the body of the email.
- The Helpful Tips for **eDockets/eFiling** above, items D-G, also apply for emailed responses.

These instructions and blank workbook can be found on the recently updated Commerce website: <https://mn.gov/commerce/>. However, this blank workbook will not contain any information from your previous year's submittal – the workbook included with this email does contain that information. To locate the forms on the Commerce website, select the 'Energy & Utilities' under **Our Sites**, then select 'For Industry & Government', 'Utilities', and then 'Annual Reporting' under the **Resources** box. On the 'Annual Reporting' page, click on the plus icon to open the section labeled 'Natural Gas Utility Data Reporting – Rule 7610'. The forms and instructions in that section can be downloaded to your computer. The Excel workbook can be downloaded by clicking on the link 'Workbook-Natural Gas Utility Data Report', filled in and submit to Commerce as described in Option 1) or 2) above. The webpage can also be reached directly at the following address:

<https://mn.gov/commerce/energy/industry-government/utilities/annual-reporting.jsp>

Minnesota Rules require that you return this information to Commerce by **July 1, 2024**. If you require additional time to submit the information to Commerce, please contact Anne Sell.

If you believe that any data requested is *Trade Secret*, please: 1) clearly mark any specific data as such; and 2) explain why you believe the data is *Trade Secret*.

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Please note, for cooperative and municipal utilities, we will use the revenue information you provide on Page 13 of the Standard Form Instructions (form EN-00037-20) for the Alternative Energy Assessment. The corresponding information within the annual report workbook is entered on the '*SalesRevenue*' worksheet tab.

If you have any questions regarding this annual report, please contact Anne Sell. Thank you for your cooperation.

Sincerely,

**Grace Arnold**

Commissioner

Enclosures