

Daily Metered Gas Choice Program Supplier Help Guide

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Gas Choice Definitions

AMR – an automated meter reading device suitable for daily interface between a Daily-Metered Customer and the Company’s data collection and processing system.

Billing Demand – The Customer’s Billing Demand is the maximum winter day measured usage demand during the latest 12 month period. The winter period is November through March.

CD Web – Internet portal where Suppliers may obtain customers historic gas usage .

City Gate – the interconnection of the Company’s Distribution System and an interstate gas pipeline.

Daily-Metered Customer – any Supplier Gas Commodity Service Customer served under Schedule C of the Gas Service Tariff with annual use of 120,000 therms or greater, or with annual use greater than 90,000 therms and less than 120,000 who elects to have an AMR device installed, or any Customer served under Schedules EG, IS or ISS of the Gas Service Tariff.

Daily Requirements Service (DRS) – Gas Choice program for residential and small commercial customers that are served by a gas Supplier.

Demand Free Day – Any gas used during a Demand Free day will not be considered when determining a Customer’s Billing Demand (Sch. EG, IS and ISS).

DS Web – Internet portal where Suppliers make gas nominations and Suppliers/Customers may view Imbalance Reports, and BGE messages.

Gas Distribution System Interruption (GDSI) - A Gas Distribution System Interruption (GDSI) is an event that occurs when there is a potential for damage to BGE’s distribution system. Rate schedule EG, IS and ISS Customers are impacted by GDSI’s and are expected to either stop using natural gas or use no more than their contracted Optional Firm Delivery Service (OFDS) volume.

Gas Supplier or Supplier – a supplier of natural gas that has been licensed by the Commission to sell natural gas to retail Customers within the State of Maryland.

Gas Day - a 24 hour period beginning at 10:00 a.m. Eastern Time.

Gas Production Day (GPD) - A Gas Production Day is a day when BGE anticipates engaging in peak shaving activities by dispatching Liquefied Natural Gas (LNG) for our non-Daily Metered and standby

customers. The GPD event balancing restrictions apply to rate schedules C non-standby, EG, IS, and ISS.

Interruption Capability Verification Program – BGE will verify annually the Customer’s ability to interrupt (Sch. EG, IS and ISS).

Information Fee – All Daily Metered Customers served under Schedule C, EG, IS, and ISS, this Schedule shall pay a monthly Information Fee of \$65.

Nomination - the amount of Customer owned gas scheduled by the Supplier to be delivered by the interstate gas pipeline(s) to the Company’s City Gate, inclusive of Company distribution system unaccounted-for gas as defined by the Unaccounted for Gas Factor determined under Rider 11 of the Gas Service Tariff.

Optional Firm Delivery Service (OFDS) – An option that allows the Rate Schedule EG, IS and ISS meters to contract for a specific amount of firm distribution service available to interruptible customers during a distribution system interruption. This is the amount of natural gas a Schedule EG, IS or ISS meter can use on an hourly basis during a Gas Distribution System Interruption or Physical Interruption Test.

Unaccounted-For Gas Factor (UGF -Also Known As – Retainage) – Adjustments due to system gas loss (see Rider 11 in the Gas Supplier tariff).

XML - Stands for Extensible Markup Language. This a file format used to create common information formats and store and transport data.

Daily Metered Guide Overview

This guide will provide new gas Suppliers an overview of the Daily Metered Gas Choice Program and the process you would follow to become an active Supplier. Gas Suppliers currently active in the program will receive an overview of various Daily Metered Program activities and procedures.

Websites and Gas Choice Contact Info

Website Name	Links to Access Daily Metered Program Information	Purpose
Energy Choice Supplier Site	https://supplier.bge.com/	To access a variety of documents related to the Daily Metered Program (for new and existing gas Suppliers).
BGE Delivery Service Web Site	http://dsweb.bge.com/	<p>Site active gas Suppliers access to nominate gas for their Daily Metered Customers and view various Daily Metered reports.</p> <p>***Note*** You can also access the DSWeb & CDWeb by visiting the Energy Choice Supplier Site and clicking on either link at the bottom of the page.</p>
BGE Website	www.bge.com	<p>To access the Gas Tariff for each rate schedule C, EG, IS, & ISS and various riders and the Gas Supplier Tariff.</p> <p>BGE.com ➤ My Account ➤ Under My Bill & Usage click Rates & Tariffs ➤ Gas Service ➤ Gas Service Rates & Tariffs or Gas Supplier Tariff.</p>
Gas Choice Programs Unit	<p>Email: GasChoiceProgramsUnit@bge.com</p> <p>Phone: 667-313-0019</p>	Email address for BGE’s Gas Choice Team where Suppliers can send inquiries.

Section 1: Daily Metered Gas Choice Program Overview

Section overview

This section provides an overview of the Daily Metered Program.

Topic 1: Daily Metered Program Description

The Daily Metered Program is designed for large Commercial and Industrial customers that are Rate Schedule EG, IS, ISS and C with a minimum annual usage of 12,000 dekatherms (equivalent to 120,000 therms). Rate schedule C Customers that use between 9,000 dekatherms and 12,000 dekatherms annually have the option to participate in the Daily Metered program or the DRS program (mass market residential and commercial). Customers that are enrolled in the Daily Metered Program are served by a licensed gas Supplier responsible for delivering and balancing gas for their Daily Metered Customers use.

Topic 2: Daily Metered Customer Requirements

Customers that enroll in the Daily Metered Program must meet certain requirements before they can start. A BGE Large Customer Services Rep or a Business Customer Service Rep will provide the customer with the information they need to know regarding the program. General Daily Metered Program requirements for metering are as follows:

- A dedicated active analog phone line
- Uninterruptible 110ac circuit 6 feet within the meter installation
- Automated Meter Reading (AMR) provided by BGE

There is a \$2,100 fee associated with the AMR installment which is billed to the Customer.

Once the equipment is installed and the appropriate paperwork is submitted and processed (arrangements made through their BGE Rep), the customer will be enrolled in the Daily Metered Program.

Once the customer has been moved to the Daily Metered program, they will be identified by one of the following Tariff codes.

Tariff Code
Sch. C - 134
Sch. ISS – 136 (Required to be Daily Metered)
Sch. IS – 137 (Required to be Daily Metered)
Sch. EG – 139 (Electric Generation - Required to be Daily Metered)

Section 2: New and Active Supplier Enrollment

Section overview

This section covers information regarding what Supplier’s need to know to serve customers enrolled on the Daily Metered Program.

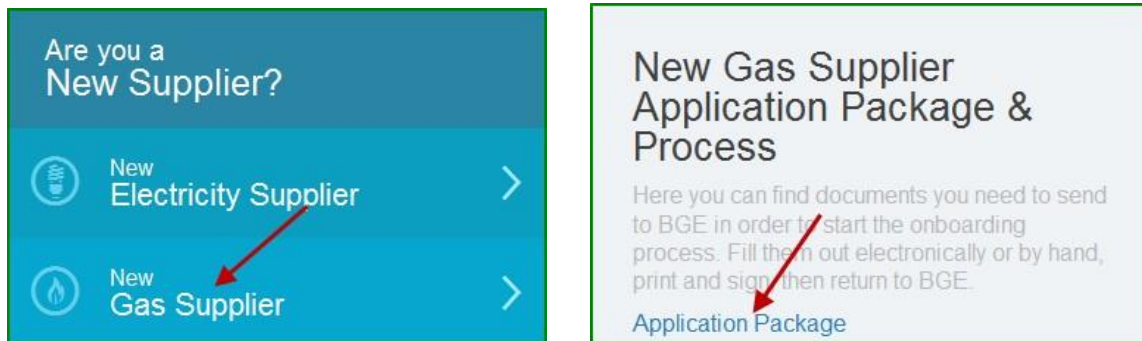
Topic 1: Suppliers New to Serving Customers in BGE Territory

As a Supplier, if you have never provided gas service to Customers in BGE’s territory, the following is a checklist of requirements before you can begin serving **Daily Metered Customers only**.

- *Ensure your company is licensed by the MD Public Service Commission to serve **Industrial** MD Customers and received your Gas Supplier License
- Copy of approved Maryland Gas Supplier License Application
- Complete the Gas Supplier Registration Form
- Complete the Consumption Data (CDWeb) Reporting Agreement
- Request DSWeb Credentials

Providing gas service to Daily Metered Customers first requires that the Supplier is licensed by the Maryland Public Service Commission (MD PSC). Without PSC approval, Supplier's cannot provide gas or electric service to customers in Maryland (residential and commercial). It is most important to note that for a gas Supplier to serve Daily Metered Customers, you must be licensed by the MD PSC to serve **Industrial Customers** in BGE's territory. Once your company is an approved Supplier and you receive valid certificates/documents, you must complete and submit necessary documentation required by BGE. You can locate these forms in addition to instructions on <https://supplier.bge.com/index.asp>. Click the **New Gas Supplier** link ➤ **New Gas Supplier Application Package & Process** and click the **Application Package** link ➤ Scroll down to the **BGE Daily Metered Program Supplier Application Package** section).

BGE does not require collateral for Suppliers participating in the Daily Metered Program



*BGE requires two sets of all documents with original signatures by an authorized gas supplier representative. After BGE executes these documents, one set will be returned to the gas supplier

Once you have completed the Gas Supplier Application Package, BGE will provide you access to the DSWeb, CDWeb and schedule you for a very brief XML test for the CDWeb. A member of the Choice team will contact you about access.

***Note – Suppliers will need to download an XML editor for the test and to use the CDWeb.**

There is a \$65 information fee to have access to the DSWeb and no fee for the CDWeb.

Topic 2: DRS Suppliers Requesting to Serve Daily Metered Customers

If your company is interested in serving Daily Metered Customers and you already serve Customers on BGE's Daily Requirements Service (DRS) Program, there is no additional collateral required.

Suppliers must ensure that you are licensed by the MD PSC to provide gas service to **Industrial Customers** in BGE's territory.

If you did not indicate on the **Gas Supplier Registration Form** that you wanted to serve Daily Metered Customers, you will be required to complete a new application. A member of the Gas Choice team will forward you a new form. Once you receive confirmation that the request was processed, you can begin enrolling Daily Metered Customers. If you indicated on the Gas Supplier Registration Form that you would like to serve Daily Metered Customers, you can begin to enroll Customers (See Section 4 regarding Customer enrollment).


Topic 3: Customer Consumption Data Web (CDWeb)

Once you have log on credentials , you can access the CDWeb by accessing <http://supplier.bge.com/electric/> 🔍 Click the CDWeb link located at the bottom of the page 🔍 Enter your User Name and Password in the appropriate fields. [Sign up or sign in \(bge.com\)](#)

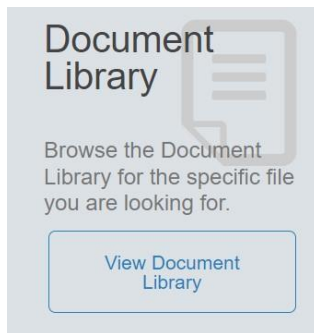
To view a copy of the CDWeb Guidelines, please find them below the link to the CDWeb.

CDWeb

The **CDWeb** provides all electricity suppliers, brokers, aggregators, third-party consultants, and curtailment service providers with the capability to access electric historical customer data as well as interval data for electric accounts that have interval metering. It also includes account specific information. User are required to obtain a Letter for Authorization (LOA) from the customer prior to submitting a request.

 [CDWeb Guidelines PDF \(2mb\)](#)

Other helpful documents are located on [BGE - Supplier Site](#) in the Document Library section at the bottom of the page.



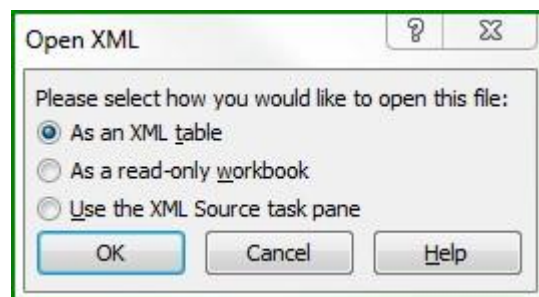
The CDWeb provides Suppliers with gas customer information for the past 12 months (if usage history exists).

As a Supplier, you have the ability to determine whether or not a customer is Daily Metered by requesting historical usage via the CDWeb and reviewing the tariff codes.

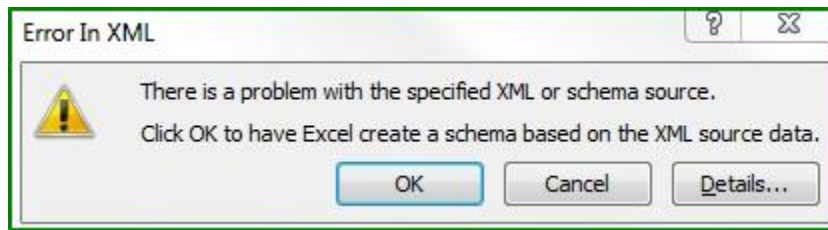
Tariff codes 134, 136, 137, or 139 indicate the customer is on the Daily Metered Program.

****Please note:** Once you request the historical usage it is only available for 24 hours.

1. If you would like to view the form in a table format via Excel save the XML file to a designated area (**File** **Save As** **XML file**).
2. Open a new Excel spreadsheet.
3. Locate the XML file you just saved and open it.
4. An **Open XML** window will appear. Select the **As an XML table** bubble and click **OK**.



5. A new window will appear with the following message **“The specified XML source does not refer to a schema. Excel will create a schema based on the XML source data.”** Click **OK**.



6. The file will appear in a table format to provide an easier view for reviewing the data.

BillGroup	TariffCode	Commodity	UnitOfMeasure	FromDate	ToDate	DaysUsed	ReadingSource	Total_Cons	Cons_Gas_Dem	Code	Desc
10	137	GAS	THERMS	1/1/2017	1/31/2017	31	A	253075	11060	A0001	Accepted
10	137	GAS	THERMS	12/1/2016	12/31/2016	31	A	244227	10773	A0001	Accepted
10	137	GAS	THERMS	11/1/2016	11/30/2016	30	A	191046	10773	A0001	Accepted
10	137	GAS	THERMS	10/1/2016	10/31/2016	31	A	148390	10773	A0001	Accepted
10	137	GAS	THERMS	9/1/2016	9/30/2016	30	A	128608	10773	A0001	Accepted
10	137	GAS	THERMS	8/1/2016	8/31/2016	31	A	125420	10773	A0001	Accepted
10	137	GAS	THERMS	7/1/2016	7/31/2016	31	A	118635	10773	A0001	Accepted
10	137	GAS	THERMS	6/1/2016	6/30/2016	30	A	124020	10773	A0001	Accepted
10	137	GAS	THERMS	5/1/2016	5/31/2016	31	A	137285	10773	A0001	Accepted
10	137	GAS	THERMS	4/1/2016	4/30/2016	30	A	171164	10773	A0001	Accepted
10	137	GAS	THERMS	3/1/2016	3/31/2016	31	A	205613	10773	A0001	Accepted
10	137	GAS	THERMS	2/1/2016	2/29/2016	29	A	231534	10773	A0001	Accepted

Topic 4: Delivery Service Web (DSWeb) The

DSWeb is the site Gas Suppliers use to:

- Send and receive messages
- Nominate gas deliveries
- Manage pool activity (**for DRS Gas Choice Program Only**)
- Submit account requests (**for DRS Gas Choice Program Only**)
- Submit Utility Consolidated Billing data (**for DRS Gas Choice Program Only**)
- View Delivery Service reports
- Access Main Library documents
- Retrieve Historical Gas Usage click on Main Library -> select category "Help Documents" -> Choose DSWEB-Retrieve Pre-Enrollment Data Document.

Gas Suppliers that provide service to Daily Metered customers need to access the DSWeb to nominate gas and view reports/help documents.

Once you have your logon credentials for the DSWeb, access the DSWeb via

<https://supplier.bge.com/> ⑦ Click the **DSWeb** link located at the bottom of the page under the **Helpful Links** heading or at the top of the page ⑦ Click the **Registered Users** [Logon Here](#) link ⑦ Enter your **User Name** and **Password**.

A help guide for navigating around on the DSWeb and how to perform various functions is located on <https://supplier.bge.com/> ⑦ Click the **Document Library** link at the top of the page ⑦ Click the **Gas Documents** tab ⑦ Locate and click the **DSWeb Help Document** for instructions ⑦ The document will open ⑦ Review the document for guidance. Instruction for entering pipeline quantities/contracts are listed in the Sources section and creating nominations for each Daily Metered Customer in the Description of Destinations Process section.

Section 3: Gas Nominations, Reports, Forms & Help Docs on the DSWeb

Section overview

This section provides an overview of how to use the DSWeb to nominate gas for Daily Metered customers and where to access forms and reports.

Topic 1: Nominating Gas for Daily Metered Customers

There are three pipelines that connect to BGE's distribution system: Columbia Gas Transmission LLC (TCO), Eastern Gas Transmission & Storage (Dominion) and The Williams Companies Inc. (Transco) . Before Suppliers can have gas delivered to BGE for their Daily Metered Customers, we must be notified via the DSWeb of the amount to expect. Suppliers access the DSWeb to enter

nominations for Customers, so Gas Choice can reconcile these volumes against information downloaded from each pipeline. The first time Suppliers nominate gas for their Daily Metered Customer you may first need to add the Customers to the Destination screen. If the Customer's name does not appear, you should select their unique Customer Number that is provided by Gas Choice via email when the Customer is enrolled with your Supplier group.

Please review the document titled "DSWeb Help." Located on the DSWeb ⑦ Click the **Main Library** tab ⑦ Select "**Help Documents**" ⑦ Open the "DSWeb Help" document. The nomination procedure is located in the **Description of Sources Process, Description of Destinations Process, and Description of Submit Nominations Process** sections.

You can also access the document by visiting <https://supplier.bge.com/> ⑦ Click the **Document Library** link ⑦ Click the **Gas Documents** tab ⑦ search for the **DSWeb** document.

To enter nominations:

1. Access the **DSWeb**.
2. Click the **Sources** tab and click **Add**.
3. Enter the appropriate gas days in the **Start Date** and **End Date** fields ⑦ Click the **Pipeline** dropdown menu and select the appropriate pipeline ⑦ In the **Contract Number** field, enter the number used on the pipeline to deliver the gas ⑦ Enter the volume of gas in the **Quantity** field (in dekatherms) ⑦ Click **Save** ⑦ The information will appear on the screen.
4. Click the **Destinations** tab ⑦ Enter the appropriate gas day(s) in the **Start Date** and **End Date** fields.
5. Click the **Add** button ⑦ Click the **Customer** dropdown menu and select the first Daily Metered Customer (if the Customer name does not appear, select their Customer Number) ⑦ Of the total amount entered on the **Sources** screen, enter the amount you would like to allocate for that Customer in the **Quantity** field ⑦ Enter the Priority in the **Priority** field ⑦ Click **Save**. (This is only needed if you choose a priority allocation method.)

6. Repeat step 5 to enter nominations for the remaining Daily Metered Customers.
7. Verify the **Daily Total Sources** volume is the same as the **Daily Total Destinations** volume on the screen. If not, click on each Customer name and view the volume that displays in the **Quantity** field until you find the discrepancy. Make the necessary adjustment(s) to the volume.

Topic 2: Daily Metered Program Reports

There are various reports, forms, and documents listed on the Supplier website and the DSWeb that gas Suppliers and Daily Metered Customers can view. For the Daily Metered reports that are on the DSWeb on the Reports tab, Suppliers will have access to the current and prior months' reports.

Please see the list and description of Daily Metered documents and reports below.

Main Library tab on the DSWeb

Report/Document Name	Description	Location(s)
Daily Metered Change Form	Suppliers should submit to enroll and/or remove a Daily Metered Customer from their group. Requires information from the Customer and Supplier.	Applications & Forms
Daily Metered Customer Imbalance Report Access Form	A Daily Metered Customer would complete to allow a Supplier enrolled permission to view their imbalance report for the month	Applications & Forms

	prior to the effective date with that Supplier.	
Gas Trade Form	Gas Suppliers would complete and submit when agreeing to purchase/sell gas between two Suppliers. ***Note*** Suppliers must be enrolled in the program and appear on the Imbalance Management List.	Applications & Forms
Retroactive Nominations Form	Suppliers would complete to reallocate gas among their customers in their balancing group.	Applications & Forms
Year BGE Rates	Chart listing various rates mostly for Daily Metered Customers.	BGE Rates and Taxes
Daily Metered Customers and Phone Problems	Provides details regarding customer phone problems and how these issues are handled and resolved.	General Information
Gas Supplier Tariff	Governs BGE and gas Supplier responsibilities and actions.	General Information
Imbalance Management Program Guidelines	Information and rules regarding the Imbalance Management program.	General Information

DM Enrolling Active	A process flow map for enrolling an active Daily Metered customer with a gas Supplier.	Help Documents
DM Enrollment Supplier	A process flow map for enrolling a new customer on the Daily Metered program.	Help Documents
DM Gas Trades	A process flow map for the Imbalance Management (gas trade) program.	Help Documents
DM Phone Problems Supplier	A process flow map describing the process that occurs when Daily Metered customers experience phone problems.	Help Documents
DM Retroactive Nominations	A process flow map describing the retro nom process for allocating gas among customers in a group.	Help Documents
Download Imbalance Text Reports into Excel	Instructions for converting Imbalance reports which are in text format to an Excel spreadsheet.	Help Documents

List of Daily Metered Gas Suppliers	A list of gas Suppliers that are participating in the Imbalance Management (gas trade) program. Suppliers should contact only the participating members on the list when there is a need to conduct a gas trade.	Key Dates and Lists
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Sample of Gas Distribution System Interruption Notice	Example of a notice gas Suppliers receive to alert them of a pending Gas Distribution System Interruption (for rate schedules EG, IS & ISS customers only).	Letters to Customers
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Sample of Gas Distribution System Interruption Resume	Example of a notice gas Suppliers receive to alert them that a Gas Distribution System Interruption is ending (for rate schedules EG, IS & ISS customers only).	Letters to Customers
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Sample of Production Gas Day Notice	Example of a notice gas Suppliers receive to alert them of a pending Production Gas Day(s) (for rate schedules C non-standby, EG, IS, & ISS).	Letters to Customers
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Sample of Production Gas Day Resume	Example of a notice gas Suppliers receive to alert them that a Production Gas Day is ending (for rate schedules C non-standby, EG, IS, & ISS).	Letters to Customers
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Reports tab on the DSWeb (Reports tab)

Report/Document Name	Description	Location(s)
Customer Confirmation Month-Year	Report that provides a list of the Daily Metered Customers for which their Supplier nominates gas for each day in the selected month. It provides the amount nominated on the DSWeb and the amount that arrived at the City Gate. This report can be used when completing a retro nomination form.	DSWeb/Reports
Daily Metered Customer Summary Month-Year	Report that provides a list of the Supplier's Daily Metered Customers separated by calendar day for the selected month. It provides the following information such as Therms Delivered, Therms Metered, Daily and Net Customer Imbalance, etc. This report allows Suppliers the ability to view specific information for their customers each day without having to access each customer's individual imbalance report.	DSWeb/Reports

Group Summary Month-year	Report that combines the totals for each Daily Metered Customer in a Supplier's balancing group such as Therms delivered, Therms Metered, Group Daily and Net Imbalance, and whether or not the group is out of balance.	DSWeb/Reports
Customer Imbalance Reports	A report that provides details relating to the customer's usage on a daily basis for report month (see Section 5 For more details).	DSWeb/Reports

Section 4: Daily Metered Customer Enrollments and Drops

Section overview

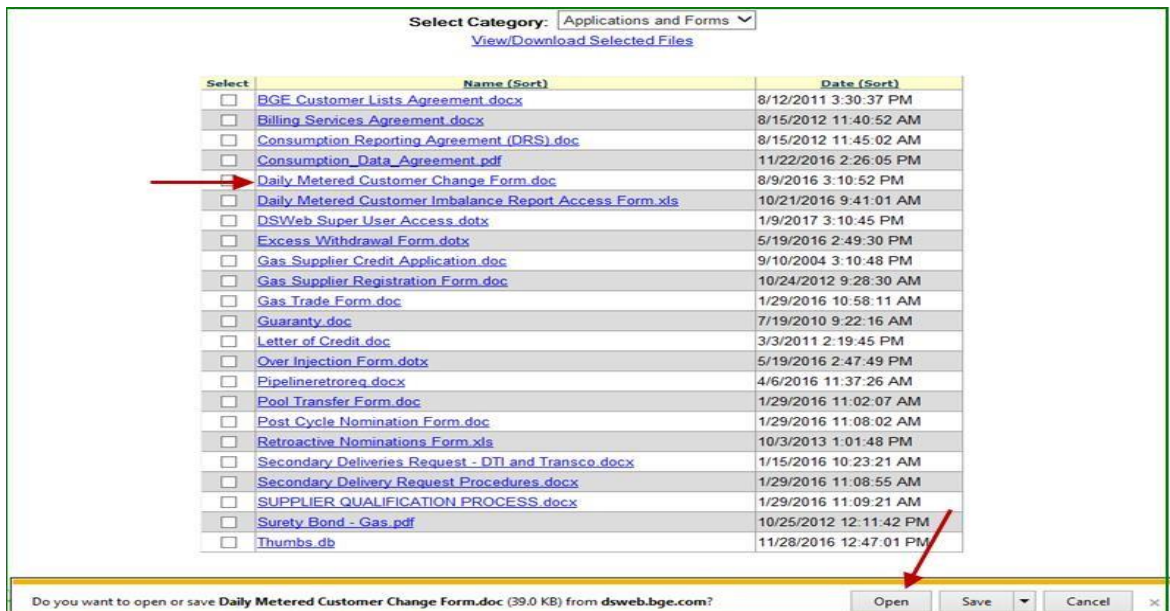
This section covers the Daily Metered Customer enrollment and drop process for Suppliers, in addition to reviewing the customer's usage prior to enrollment.

Topic 1: Daily Metered Customer Enrollments

Customer enrollments and drops for the Daily Metered Program are a manual process which requires Suppliers and Customers to complete and submit a Daily Metered Customer Change Form. Suppliers should submit the Daily Metered Customer Change Form as early as possible. The deadline for receipt of this form is prior to the 1st of the delivery month; however, the form

will be accepted months in advance. Once BGE processes the change, suppliers will receive email confirmation.

1. Access the **DSWeb** ⑦ Click the **Main Library** tab ⑦ Click the drop-down menu next to **Select Category** and choose **Applications and Forms** (if it is not already populated) ⑦ click the **Daily Metered Customer Change form** and then click the Open button on the window that appears at the bottom of the screen.



2. The Customer should complete the top half of the form and the Supplier should complete the bottom (everything from Please Choose One Balancing Option and below).

There are two balancing options available to customers on the Daily Metered Program: Comprehensive and Self Balancing (for additional information see Rate Schedules EG, ISS and IS tariff section 4.23a and 4.254a for schedule C).

Comprehensive	Self
<p>Supplier gas that is delivered to BGE’s city gate for the Customer’s use on a daily basis is balanced by BGE. There is a fee included in the distribution charge on the customers’ bill each month for this option (see rate chart).</p> <p>If the customer’s accumulated imbalance (Customer Net Imbalance) exceeds 2 times the customer’s average daily nomination for the 5 highest (prior 7 days) or 1,000 Dths (whichever is smaller), the Accumulated Imbalance Corrective Measure of Sec. 4.23(d) may be required.</p>	<p>Supplier gas that is delivered to BGE’s city gate is balanced by the customer. There is no monthly fee, but if the customer goes out of tolerance of more than 3% of the supplier delivered amount, fees are applied on a tier bases.</p> <p>If the customer’s accumulated imbalance (Customer Net Imbalance) exceeds 20 percent of their average daily nomination for the 5 highest days, the Accumulated Imbalance Corrective Measures of Sec. 4.23(d) may be required.</p>



AN EXELON COMPANY

DAILY METERED CUSTOMER CHANGE FORM

PLEASE EMAIL THIS FORM TO GasChoiceProgramsUnit@bge.com.

Effective Date of Change _____

Gas Choice ID No. _____

Customer Name _____

Address _____

Name of Person to Contact _____ Signature _____

Phone Number _____ FAX Number _____

PLEASE CHOOSE ONE BALANCING OPTION

COMPREHENSIVE BALANCING SERVICE

SELF BALANCING OPTION

DELETE FROM THE FOLLOWING GROUP

Group Name _____

DSWeb access will be deleted from the Group Library.

If you are joining a new group, complete the "ADD TO THE FOLLOWING GROUP" section below.

ADD TO THE FOLLOWING GROUP

Group Name _____

Group Administrator _____

Address _____

Group Contact Person _____

Phone Number _____ FAX Number _____

This form will serve as authorization to grant DSWeb access to the Group Administrator.

Notify BGE in writing if you do not want to grant DSWeb access to the above listed Group Administrator.


- Once completed, email the form to GasChoiceProgramsUnit@bge.com.
- Email confirmation will be sent once the Daily Metered Change form is processed.

Topic 2: Balancing Options and Groups

There are two options available (Comprehensive or Self) for balancing gas deliveries against customer usage (see the chart on pg. 25). Suppliers can form balancing groups (comprehensive and/or self) for daily balancing purposes only. If a Supplier is interested in forming a balancing group as a way of managing their Daily Metered customers balancing needs, Suppliers need to send an email to the Gas Choice team requesting to form either a comprehensive and/or self balancing group with the effective date (must be the 1st of the month). Suppliers also have the option to establish multiple balancing groups. Customers do not have to be a member of a balancing group, but must select a balancing option (comprehensive or self).

Suppliers are required to designate a Group Administrator for self-balancing groups who should complete the Self-Balancing contract and email the form to GasChoiceProgramsUnit@bge.com. All self-balancing fees are billed to the Supplier (**see the Rate Table on the Rate Schedule C, EG, IS, or ISS Gas Service Tariff documents**).

Topic 3: Daily Metered Customer Imbalance Report Review

Before the relationship begins between a Daily Metered Supplier and Customer, some Suppliers find it helpful to know the Customer Net Imbalance position of their new customer prior to the relationship starting. The Supplier must be aware that the Customer's net imbalance will follow them and may or may not put their group out of balance. Once the Supplier obtains the customer's permission to view their imbalance report for the month prior to the date of the Supplier switch, they should have the customer complete the **Daily Metered Customer Imbalance Report Access Form**. The Supplier is responsible for then emailing the form to GasChoiceProgramsUnit@bge.com. A member of the Gas Choice unit will process the form and send an email to the Supplier notifying them that they can access the customer's imbalance report via the **DSWeb**  **Reports** tab.

Below is a copy of the File Access Form for the customer to complete.

BGE Delivery Service			
Daily Metered Customer Imbalance Report Access Form			
Company Name:	Sunkist Warehouse		
Address:	1001 Grape La, Towson, MD 21204		
Please give the following marketer(s) access to my files on the BGE DSWeb:			
Supplier:	Bluebird Energy	Effective Date:	5/1/2017
Supplier:		Effective Date:	
Supplier:		Effective Date:	
Supplier:		Effective Date:	
Please delete access to my files on the BGE DSWeb from the following marketers:			
Supplier:		Effective Date:	
Supplier:		Effective Date:	
Supplier:		Effective Date:	
Supplier:		Effective Date:	
Customer Information Required Below			
Contact Name:	Casey Raindrop		
Phone Number:	410-222-6700	Fax Number:	
Signature:	<i>Casey Raindrop</i>		
Email this form to GasChoiceProgramsUnit@bge.com			

BGE IMBALANCE REPORT

Report Period: 03/01/2016 - 03/31/2016

Customer:
Customer No:
Group:
Date Generated:

Therm (Temp & BTU) Factor:
Balance Option:
Gas Choice ID:

Date	Therms Delivered	CCF Production Gas	CCF Metered	Therms Production Gas	Therms Metered	Customer Daily Imbalance	Customer Net Imbalance	Customer Daily Tolerance	Customer Imbalance Limit	Cashout Volumes	BGE Gas Purchases
02/23/16	10										
02/24/16	359										
02/25/16	359										
02/26/16	727										
02/27/16	145										
02/28/16	359										
02/29/16	359						14				
03/01/16	347	0	487	0	550	(203)	(189)	433	866	0	0
03/02/16	10	0	471	0	532	(522)	(711)	433	866	0	0
03/03/16	695	0	231	0	261	434	(277)	430	860	0	0
03/04/16	347	0	90	0	102	245	(32)	497	994	0	0
03/05/16	347	0	51	0	58	289	257	421	842	0	0
03/06/16	745	0	271	0	306	439	696	421	842	0	0
03/07/16	496	0	493	0	557	(61)	635	499	998	0	0
03/08/16	347	0	445	0	502	(155)	(220)	397	794	0	0
03/09/16	347	0	159	0	180	167	(53)	397	794	0	0
03/10/16	347	0	71	0	80	267	214	397	794	0	0
03/11/16	248	0	78	0	88	160	374	347	694	0	0
03/12/16	149	0	136	0	154	(5)	369	347	694	0	0
03/13/16	149	0	506	0	571	(422)	(53)	327	654	0	0
03/14/16	10	0	495	0	559	(549)	(602)	288	576	0	0
03/15/16	347	0	433	0	489	(142)	(744)	288	576	0	0
03/16/16	695	0	305	0	344	351	(393)	288	576	0	0
Total	9,793	0	9,034	0	10,200					0	0

Topic 4: Daily Metered Customer Drops

To drop a Daily Metered Customer Suppliers have two options:

Option 1:

1. Access the **DSWeb** ⑦ Click the **Main Library** tab ⑦ Click the drop-down menu next to **Select Category** and choose **Applications and Forms** (if it is not already populated) ⑦ click the **Daily Metered Customer Change** form and then click the Open button on the window that appears at the bottom of the screen.
2. The top portion of the form must be completed by either the customer or the Supplier.
3. Enter your company's name in the Group Name field.



AN EXELON COMPANY

DAILY METERED CUSTOMER CHANGE FORM

PLEASE EMAIL THIS FORM TO GasChoiceProgramsUnit@bge.com.

Effective Date of Change _____

Gas Choice ID No. _____

Customer Name _____

Address _____

Name of Person to Contact _____ Signature _____

Phone Number _____ FAX Number _____

PLEASE CHOOSE ONE BALANCING OPTION

COMPREHENSIVE BALANCING SERVICE

SELF BALANCING OPTION

DELETE FROM THE FOLLOWING GROUP

Group Name _____

DSWeb access will be deleted from the Group Library.

If you are joining a new group, complete the "ADD TO THE FOLLOWING GROUP" section below.

ADD TO THE FOLLOWING GROUP

Group Name _____

Group Administrator _____

Address _____

Group Contact Person _____

Phone Number _____ FAX Number _____

This form will serve as authorization to grant DSWeb access to the Group Administrator.

Notify BGE in writing if you do not want to grant DSWeb access to the above listed Group Administrator.

4. Once completed, email the form to GasChoiceProgramsUnit@bge.com.

5. Email confirmation will be sent once the form is processed. **Option 2:**

1. The second option is for the Supplier to just send an email to

GasChoiceProgramsUnit@bge.com requesting to have the customer removed from their balancing group. Please include the Customers' name, Gas Choice ID, and effective date (always the 1st of the month).

2. Email confirmation will be sent once the request is processed.

Section 5: Imbalance Report Review

Section overview

This section provides Suppliers with an overview of Customer and Group Imbalance report.

Topic 1: Customer Imbalance Report Review

An imbalance report provides daily details regarding the customer's usage and Supplier deliveries.

Meters call into our data collection system and the imbalance reports are updated four times a day. The usage information on the imbalance reports enable Suppliers to determine whether or not their customer(s) are using more or less gas than was delivered.

See an example of a Schedule IS customer's imbalance report below (note – Schedule C customers imbalance reports are slightly different).

BGE IMBALANCE REPORT

1 Report Period: 08/01/2016 - 08/31/2016

Customer: 2 Bagel Warehouse

Customer No: 956 3

Group: 4 NONE

Date Generated: 3/23/2017 2:55:16 PM 5

6 Therm (Temp & BTU) Factor: 1.023

Balance Option: 7 COMPREHENSIVE

8 Gas Choice ID: ###5611111

9 Date	10 Therms Delivered	11 CCF Production Gas	12 CCF Metered	13 Therms Production Gas	14 Therms Metered	15 Customer Daily Imbalance	16 Customer Net Imbalance	17 Customer Daily Tolerance	18 Customer Imbalance Limit	19 Cashout Volumes	20 BGE Gas Purchases
07/25/16	156,623										
07/26/16	169,684										
07/27/16	121,094										
07/28/16	19,268										
07/29/16	228										
07/30/16	228										
07/31/16	228						4,755				
08/01/16	883	0	6,500	0	6,650	(5,767)	(1,012)	93,379	10,000	0	0
08/02/16	3,728	0	900	0	921	2,807	1,795	62,231	10,000	0	0
08/03/16	835	0	600	0	614	221	2,016	29,040	10,000	0	0
08/04/16	223	0	600	0	614	(391)	1,625	4,988	9,976	0	0
08/05/16	1,942	0	600	0	614	1,328	0	1,180	2,360	2,953	0
08/06/16	971	0	1,600	0	1,637	(666)	(666)	1,523	3,046	0	0
08/07/16	971	0	700	0	716	255	(411)	1,672	3,344	0	0
08/08/16	971	0	1,200	0	1,228	(257)	(668)	1,699	3,398	0	0
08/09/16	18,445	0	21,700	0	22,199	(3,754)	0	1,717	3,434	0	4,422
08/10/16	44,123	0	41,100	0	42,045	2,078	2,078	4,660	9,320	0	0
08/11/16	184,452	0	189,200	0	193,552	(9,100)	(7,022)	13,290	10,000	0	0
08/12/16	97,439	0	182,000	0	186,186	(88,747)	0	49,987	10,000	0	95,769
08/13/16	99,022	0	151,200	0	154,678	(55,656)	0	69,086	10,000	0	55,656
08/14/16	9,708	0	10,700	0	10,946	(1,238)	(1,238)	88,696	10,000	0	0
08/15/16	6,999	0	800	0	5,933	1,066	(172)	88,696	10,000	0	0
08/16/16											
08/17/16											
08/18/16											
08/19/16											
08/20/16											
08/21/16											
08/22/16											
08/23/16											
08/24/16											
08/25/16											
08/26/16											
08/27/16	71,839	0	71,100	0	72,735	(896)	(549)	5,631	10,000	0	0
08/28/16	9,708	0	9,300	0	9,514	194	(355)	19,804	10,000	0	0
08/29/16	184,452	0	182,300	0	186,493	(2,041)	(2,396)	21,552	10,000	0	0
08/30/16	116,574	0	114,900	0	117,543	(969)	(3,365)	58,248	10,000	0	0
08/31/16	971	0	1,300	0	1,330	(359)	(3,724)	80,592	10,000	0	0
Total	891,196	0	1,028,900	0	1,052,569					2,953	155,847

Heading Number	Heading Name	Description
1	Report Period	Time period that the usage covers. It runs from the first of the month until the last day.
2	Customer	The customer's name as it appears in BGE's system.
3	Customer Number	The customer's unique identifier.
4	Group	The name of the balancing group (supplier) the customer is supplied by. If the customer is not in a balancing group this field would state "None." If the Group field displays "None" this does not necessarily mean the customer does not have a supplier delivering gas for them (i.e. Cookie Factory – Honeycrisp Energy delivers, but they are not in their balancing group with other customers).

5	Date Generated	Date and timestamp of when the report was downloaded by the user.
6	Therm (Therm & BTU) Factor	British Thermal Unit (BTU). Used to convert CCF to Therms. Accounts for heating potential of the gas.
7	Balance Option	The customer selected balancing option is listed here. This field will display either Comprehensive (balancing is performed by BGE – fee is included in their delivery charge) or Self (balancing is performed by the customer /supplier and special selfbalancing fees may apply).
8	Gas Choice ID	Unique numeric identifier gas supplier’s use to enroll customers. If the customer has multiple meters, only the gas choice ID number is listed on the top of page one of the Imbalance Report.
9	Date	List all dates for the month plus the last seven days for the month prior. The last seven days for the prior month are not included in the monthly total.
10	Therms Delivered	The quantity of gas delivered to the customer’s burner tip (meter). This quantity has been adjusted to account for BGE Unaccounted for Gas Factor (Dekatherms delivered x UGF x 10 = Therms Delivered).
11	CCF Production Gas	This field is not being used.
12	CCF Metered	The total volume of gas metered (measured in Centum Cubic Feet) at the customers’ facility for the specified gas day (gas day 10a - 10a). CCF is adjusted to account for the Meter Multiplier (see header # 16 on 2 nd page of imbalance report).
13	Therms Production Gas	The metered amount of gas used during a production gas day and/or BGE interruption. Production gas is calculated once the metered amount exceeds the delivered amount by over 3%. When the 3% is exceeded for production gas days, any and all metered gas above the delivered quantity is calculated as production gas. The CCF Production gas times the Therm Factor
14	Therms Metered	The CCF metered times the Therm Factor rounded to the nearest tenth. (CCF Metered x Therm Factor = Therms Metered) i.e. 8/5/16 – (CCF metered) 600 x 1.023 (Therm Factor) = 613.8 = 614

15	Customer Daily Imbalance	The difference between Therms Delivered and Therms Metered. A negative imbalance (Undertender) is calculated when Therms Metered exceeds Therms Delivered. It is indicated by a parenthesis around the Imbalance. i.e. 8/5/16 – 1,942 – 614 = 1,328 (daily imbalance for 8/5/16)
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		<p>Note: For Gas Production Days, the Customer Daily Imbalance total should be zero because balancing is suspended (see example below).</p> <table border="1" data-bbox="505 520 1448 720"> <thead> <tr> <th>Date</th> <th>Therms Delivered</th> <th>CCF Production Gas</th> <th>CCF Metered</th> <th>Therms Production Gas</th> <th>Therms Metered</th> <th>Customer Daily Imbalance</th> <th>Customer Net Imbalance</th> <th>Customer Daily Tolerance</th> <th>Customer Imbalance Limit</th> </tr> </thead> <tbody> <tr> <td>01/26/14</td> <td>2,529</td> <td>0</td> <td>54,600</td> <td>0</td> <td>61,753</td> <td>(59,224)</td> <td>(177,776)</td> <td>8,719</td> <td>10,000</td> </tr> <tr> <td>01/27/14</td> <td>62,112</td> <td>0</td> <td>56,600</td> <td>0</td> <td>64,015</td> <td>(1,903)</td> <td>(179,679)</td> <td>8,719</td> <td>10,000</td> </tr> <tr> <td>01/28/14</td> <td>53,337</td> <td>0</td> <td>67,400</td> <td>22,892</td> <td>76,229</td> <td>0</td> <td>(179,679)</td> <td>20,636</td> <td>10,000</td> </tr> <tr> <td>01/29/14</td> <td>33,348</td> <td>0</td> <td>57,400</td> <td>31,571</td> <td>64,919</td> <td>0</td> <td>(179,679)</td> <td>27,702</td> <td>10,000</td> </tr> </tbody> </table>	Date	Therms Delivered	CCF Production Gas	CCF Metered	Therms Production Gas	Therms Metered	Customer Daily Imbalance	Customer Net Imbalance	Customer Daily Tolerance	Customer Imbalance Limit	01/26/14	2,529	0	54,600	0	61,753	(59,224)	(177,776)	8,719	10,000	01/27/14	62,112	0	56,600	0	64,015	(1,903)	(179,679)	8,719	10,000	01/28/14	53,337	0	67,400	22,892	76,229	0	(179,679)	20,636	10,000	01/29/14	33,348	0	57,400	31,571	64,919	0	(179,679)	27,702	10,000
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16	Customer Net Imbalance	The sum of the Customer Daily Imbalances. It is calculated by adding or subtracting the current days Customer Daily Imbalance to the previous day Customer Net Imbalance. i.e. 8/5/16 – (Prev. days Cust. Net Imbal) 1,625 + 1,328 (Current days Cust Daily Imbal) = 2,953 (Cust Net Imbal, but turned into a Cashout).
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17	Customer Daily Tolerance	The volume on which the imbalance limit is based. Look at the prior seven days of Therms Delivered and take the five highest amounts. Divide by five and the total would be the customer’s Customer Daily Tolerance. This calculation is the same whether the customer selects Comprehensive or Self balancing. i.e. Therms Delivered – 7/31 – 228, 8/1– 883, 8/2 – 3,728, 8/3 – 835, 8/4 – 223, 8/5 – 1,942, 8/6 – 971. Five highest: 8/1, 8/2, 8/3, 8/5 and 8/6 totaling 8,359 and divide by 5 (# of days) = 1,671.80. Round to nearest whole number 1,672.
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18	Customer Imbalance Limit	The relevance of the Customer Imbalance Limit option is dependent on the customer’s balancing option (Comprehensive or Self). If the customer choses Comprehensive, the limit would be Customer Daily Tolerance x 2 and capped at 10,000 and for self it would be 20% of the Customer Daily tolerance. The Customer Imbalance Limit will never exceed 10,000 for Comprehensive balancing no matter the size of the customer.
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19	Cashout Volumes	<p>The volume of gas, in therms that BGE has purchased from the customer and the customer will receive a credit on their BGE bill. Cashouts occur when the customer has overtended above the Customer Imbalance limit (used less than the accumulated gas delivered). Cashouts are calculated for the total Customer Net Imbalance (positive amount), when the customer or group exceeds the Customer or Group Net Imbalance. If the customer is not in a group, then all Cash-Outs will be calculated once the individual Customer Imbalance Limit has been exceeded. Customers affiliated with a group will have all Cash-Outs and Purchases determined by the group imbalance limit. In the example below, the customer has a Customer Net Imbalance on Day 2 of 833. To determine the Customer Net Imbalance for Day 3, you take the 833 + 19,169 (Day 3 Customer Daily Imbalance) = 20,002. 20,002 is greater than the Customer Imbalance Limit of 10,000, so it becomes a Cashout.</p>																														
		<table border="1"> <thead> <tr> <th>Customer Daily Imbalance</th> <th>Customer Net Imbalance</th> <th>Customer Daily Tolerance</th> <th>Customer Imbalance Limit</th> <th>Cashout Volumes</th> <th>BGE Gas Purchases</th> </tr> </thead> <tbody> <tr> <td>(242)</td> <td>16</td> <td>1,824</td> <td>10,000</td> <td>0</td> <td>0</td> </tr> <tr> <td>(336)</td> <td>(310)</td> <td>11,377</td> <td>10,000</td> <td>0</td> <td>0</td> </tr> <tr> <td>1,143</td> <td>833</td> <td>9,450</td> <td>10,000</td> <td>0</td> <td>0</td> </tr> <tr> <td>19,169</td> <td>0</td> <td>8,857</td> <td>10,000</td> <td>20,002</td> <td>0</td> </tr> </tbody> </table>	Customer Daily Imbalance	Customer Net Imbalance	Customer Daily Tolerance	Customer Imbalance Limit	Cashout Volumes	BGE Gas Purchases	(242)	16	1,824	10,000	0	0	(336)	(310)	11,377	10,000	0	0	1,143	833	9,450	10,000	0	0	19,169	0	8,857	10,000	20,002	0
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19,169	0	8,857	10,000	20,002	0																											

<p>20</p>	<p>BGE Gas Purchases</p>	<p>The volume of gas, in therms, that the customer purchases from BGE. BGE Purchases occur when the customer has used more than the accumulated gas delivered. Purchases are calculated for the total Customer Net Imbalance (negative amount), when the customer or group exceeds the Customer or Group Imbalance Limit. If the customer is not in a group, then all Purchases will be calculated once the individual Customer Imbalance Limit has been exceeded. Customers affiliated with a group will have all Purchases determined by the group imbalance limit.</p> <p>If the Customer Net Imbalance (negative amount) is greater than the Customer Imbalance Limit, this can result in a Purchase, so the customer would have commodity charges on their bill for the volume of gas they purchased from us. The customer would also have a BGE gas purchase if their supplier did not deliver any gas, but the customer used on a particular day, if they do not have a Supplier, or any other events that warrant a BGE Purchase.</p> <p>See example below: On 9/14 no gas was nominated or delivered for the customer, but they used 753 therms. The customer purchased that gas from BGE. On 9/15 the Customer Daily Imbalance was 14,994 which exceeded the Customer Imbalance Limit, so it is a BGE purchase.</p> <table border="1" data-bbox="492 1035 1485 1241"> <thead> <tr> <th>Date</th> <th>Therms Delivered</th> <th>CCF Production Gas</th> <th>CCF Metered</th> <th>Therms Production Gas</th> <th>Therms Metered</th> <th>Customer Daily Imbalance</th> <th>Customer Net Imbalance</th> <th>Customer Daily Tolerance</th> <th>Customer Imbalance Limit</th> <th>Cashout Volumes</th> <th>BGE Gas Purchases</th> </tr> </thead> <tbody> <tr> <td>09/14/13</td> <td>0</td> <td>0</td> <td>720</td> <td>0</td> <td>753</td> <td>0</td> <td>0</td> <td>5,027</td> <td>10,000</td> <td>0 →</td> <td>753</td> </tr> <tr> <td>09/15/13</td> <td>14,315</td> <td>0</td> <td>28,020</td> <td>0</td> <td>29,309</td> <td>(14,994)</td> <td>0</td> <td>5,027</td> <td>10,000</td> <td>0 →</td> <td>14,994</td> </tr> <tr> <td>09/16/13</td> <td>239</td> <td>0</td> <td>2,450</td> <td>0</td> <td>2,563</td> <td>(2,324)</td> <td>(2,324)</td> <td>7,842</td> <td>10,000</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Date	Therms Delivered	CCF Production Gas	CCF Metered	Therms Production Gas	Therms Metered	Customer Daily Imbalance	Customer Net Imbalance	Customer Daily Tolerance	Customer Imbalance Limit	Cashout Volumes	BGE Gas Purchases	09/14/13	0	0	720	0	753	0	0	5,027	10,000	0 →	753	09/15/13	14,315	0	28,020	0	29,309	(14,994)	0	5,027	10,000	0 →	14,994	09/16/13	239	0	2,450	0	2,563	(2,324)	(2,324)	7,842	10,000	0	0
Date	Therms Delivered	CCF Production Gas	CCF Metered	Therms Production Gas	Therms Metered	Customer Daily Imbalance	Customer Net Imbalance	Customer Daily Tolerance	Customer Imbalance Limit	Cashout Volumes	BGE Gas Purchases																																							
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09/16/13	239	0	2,450	0	2,563	(2,324)	(2,324)	7,842	10,000	0	0																																							
<p>21</p>	<p>Total</p>	<p>Provides a sum of the Therms Delivered, CCF Production Gas, CCF Metered, Therms Production Gas, Therms Metered, Cashout Volumes and BGE Gas Purchases.</p>																																																

BGE IMBALANCE REPORT

Report Period: 08/01/2016 - 08/31/2016

Customer: **2** Bagel Warehouse
 Customer No: **3** 956
 Group: **4** NONE
 Date Generated: **5** 3/23/2017 2:55:16 PM
6 Therm (Temp & BTU) Factor: 1.023
7 Balance Option: COMPREHENSIVE
8 Gas Choice ID: **19** 5555611111

9 Meter Number	10 Gas Choice ID	11 Meter Schedule	Start Reading (Date)	End Reading (Date)	Start Reading (Meter)	End Reading (Meter)	Meter Multiplier	CCF Through Meter	Therms Through Meter	Measured Demand Date	Measured Demand Therms	
587998	5555611111	IS	08/01/2016	09/01/2016	414795	419933	100.00	513,800	525,617	02/12/2016	31,236	
1784789	5555611111	IS	08/01/2016	09/01/2016	419287	424438	100.00	515,100	526,947	02/12/2016	31,464	
21 Meter Totals:									1,028,900	1,052,564		

Purchases: **22**

Gas Choice ID	DS Therms	BGE Purchase Therms	Production Therms
5555611111	896,717	155,847	0
Total:	896,717	155,847	0

Cashouts: **25**

Therms @ Meter	Therms @ City Gate	Cashout Rate	Cashout Credit
2,953	3,042	-\$0.1458	(\$443.52)
Total:	2,953	3,042	(\$443.52)

Production Gas: **23**

Gas Choice ID	Production Gas Commodity Therms	Interruption Gas Commodity Therms
5555611111	0	0
Total:	0	0

Imbalance Billing: **26**

Gas Choice ID	Percent Total Usage
5555611111	100.000%
Total:	100.000%

Demand Billing: **24**

Gas Choice ID	Billing Demand Therms
5555611111	62,700
Total:	62,700

Contracted for Optional Firm Delivery Service: **27**

Gas Choice ID	Meter Number	Hourly Therms	Monthly Therms
5555611111	587998	0	0
5555611111	1784789	0	0
Total:		0	0

Distribution Interruption Penalty: **28**

Gas Choice ID	Meter Number	Average Hourly Non-Compliant Therms	Total Non-Compliant Therms	Event Start Date	Event End Date	Event Type
Total:			0			

Excessive Use Distribution Interruption Penalty: **29**

Gas Choice ID	Meter Number	Total Non-Compliant Therms	Event Start Date	Event End Date	Event Type
Total:		0			

NOTE: Event Type GDSI=Gas Distribution System Interruption
 NOTE: Event Type FSPIT=Failed Second Physical Interruption Test

Heading Number	Heading Name	Description
1	Report Period	Time period that the usage covers. It runs from the first of the month until the last day (not displayed on the image).
2	Customer	The customer's name as it appears in BGE's system.
3	Customer No	The customer's unique identifier.
4	Group	The name of the balancing group (supplier) the customer is supplied by. If the customer is not in a balancing group this field would state "None."
5	Date Generated	Date and timestamp of when the report was downloaded by the user.

6	Therm (Temp & BTU) Factor	British Thermal Unit (BTU). Used to convert CCF to Therms. Accounts for heating potential of the gas.
7	Balance Option	The customer selected balancing option is listed here. This field will display either Comprehensive (balancing is performed by BGE – fee is included in their delivery charge) or Self (balancing is performed by the customer and special self-balancing fees may apply).
8	Gas Choice ID	Unique numeric identifier gas supplier's use to enroll customers. If the customer has multiple meters, only the gas choice ID number is listed on the top of page one of the Imbalance Report.
9	Meter Number	The individual meter identifier number.
10	Gas Choice ID	Gas Choice ID for the meter.
11	Meter Schedule	Identifies the tariff schedule applied to the meter. Each meter has its own tariff schedule.
12	Start Reading (Date)	The beginning date for the current month's reading period.
13	End Reading (Date)	The end date for the current month's reading period.
14	Start Reading (Meter)	The current month's beginning meter reading.
15	End Reading (Meter)	The current month's end meter reading.
16	Meter Multiplier	The factor that is applied to the current month's meter reading difference to obtain CCF through the meter.
17	CCF Through Meter	The volume of gas that passed through the meter for the month. This volume is meter reading based and calculated by subtracting the Start and End reading and multiplying by the meter multiplier. This volume may be different from the CCF Metered on the first page of the report because page 1 totals the CCF metered while page two takes the actual meter reading.
18	Therms Through Meter	Therms through Meter is obtained by multiplying CCF through Meter by the Therm Factor. (CCF Through meter x Therm Factor = Therm Through Meter). This figure may be slightly off from the Therms Metered on the first page of the imbalance report due to rounding.

19	Measured Demand Date	Date used to determine the Measured Demand Therms.
20	Measured Demand Therms	The highest peak gas usage within a 12 month period during the winter (Nov – March).
21	Meter Totals	Provides a sum of the CCF Through Meter and Therms Through Meter columns.
22	Purchases	<p>This section consists of four columns: Gas Choice ID, DS Therms, BGE Purchase Therms and Production Therms. The sum of DS Therms, BGE Purchases and Production Therms should total the Therms Through Meter amount on the second page of the imbalance report.</p> <p>Gas Choice ID - If the customer has multiple meters, there will be a different gas choice ID for each meter.</p> <p>DS Therms – The difference between the Therms Through Meter – Production Therms – BGE Purchase Therms = DS Therms.</p> <p>BGE Purchase Therms – Total therms the customer purchased from BGE for the current month. This figure could be slightly different from the BGE Purchases that appear on the first page of the imbalance report due to rounding.</p> <p>Production Therms – Total therms the customer purchased from BGE and charged at production rate (applicable for both production gas days and distribution interruptions).</p>
23	Production Gas	<p>This section consists of three columns: Gas Choice ID, Production Gas Commodity Therms, Interruption Gas Commodity Therms.</p> <p>Gas Choice ID - If the customer has multiple meters, there will be a different gas choice ID for each meter.</p> <p>Production Gas Commodity Therms – The volume of gas used during a production gas day (in excess of the 3% tolerance) It is billed at the current production rate.</p> <p>Interruption Gas Commodity Therms – The volume of gas used (non-compliant therms) during a Gas Distribution System Interruption (GDSI – See Section 9).</p>
24	Demand Billing	The highest winter peak gas usage day within a 12 month period during the winter. This amount should match the Measured Demand Therms. We calculate demand billing for all daily metered rate schedules, but only bill a demand component for schedules EG, IS and ISS.

25	Cashouts	<p>This section consists of four columns: Therms @ Meter, Therms @ City Gate, Cashout Rate, Cashout Credit.</p> <p>Therms @ Meter – Total monthly Cash Out Therms listed on the first page of the imbalance report.</p> <p>Therms @ City Gate – The total monthly Cash Out Therms adjusted due to BGE retainage (Therms @ Meter x UGF).</p>
----	----------	---

		<p>Cashout Rate – Rate used to calculate how much of a credit the customer would receive. This rate can found on the BGE Rate Card under Gas Commodity Rates (Overtender DS cashout WACOG).</p> <p>Cashout Credit – Determined by multiplying the Therms @ City Gate by the Cashout Rate.</p> <p style="text-align: center;">nd</p> <p>Example of a customer who had Cashouts (2 page of an imbalance report).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Cashouts:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Therms @ Meter</th> <th style="text-align: center;">Therms @ City Gate</th> <th style="text-align: center;">Cashout Rate</th> <th style="text-align: center;">Cashout Credit</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1,339</td> <td style="text-align: center;">1,387</td> <td style="text-align: center;">\$0.3519</td> <td style="text-align: center;">\$488.09</td> </tr> <tr> <td style="text-align: center;">1,339</td> <td style="text-align: center;">1,387</td> <td></td> <td style="text-align: center;">\$488.09</td> </tr> </tbody> </table> </div>	Therms @ Meter	Therms @ City Gate	Cashout Rate	Cashout Credit	1,339	1,387	\$0.3519	\$488.09	1,339	1,387		\$488.09
Therms @ Meter	Therms @ City Gate	Cashout Rate	Cashout Credit											
1,339	1,387	\$0.3519	\$488.09											
1,339	1,387		\$488.09											

26	Imbalance Billing	<p>This section consists of two columns: Gas Choice ID and Percent Total Usage.</p> <p>Gas Choice ID - If the customer has multiple meters, there will be a different gas choice ID for each meter.</p> <p>Percent Total Usage - The percentage total of Therms Through the Meter attributed to (prorated for) each gas choice ID.</p> <p>See examples below: Customer 1 has one Gas Choice ID with Therms Through Meter of 13,119 and a Grand Total of 13,119. $13,119/13,119 = 1$ (turn into a percent = 100%)</p> <table border="1" data-bbox="477 793 693 930"> <thead> <tr> <th>Therms Through Meter</th> </tr> </thead> <tbody> <tr> <td>13,119</td> </tr> <tr> <td>13,119</td> </tr> </tbody> </table> <table border="1" data-bbox="725 718 1114 930"> <thead> <tr> <th colspan="2">Imbalance Billing:</th> </tr> <tr> <th>Gas Choice ID</th> <th>Percent Total Usage</th> </tr> </thead> <tbody> <tr> <td>5555611111</td> <td>100.000%</td> </tr> <tr> <td>Total:</td> <td>100.000%</td> </tr> </tbody> </table> <p>See examples below: Customer 2 has multiple Gas Choice ID's with a Total Therms Through Meter amount of 7,451,755. Take the Therms Through Meter for the each gas choice ID and divide it by the Grand Total. Therms Through Meter for gas choice ID 1111111111 is 0, 2222222222 is 130,490, 3333333333 is 173,200, 4444444444 is 0, and 5555555555 is 7,128,022.</p>	Therms Through Meter	13,119	13,119	Imbalance Billing:		Gas Choice ID	Percent Total Usage	5555611111	100.000%	Total:	100.000%
Therms Through Meter													
13,119													
13,119													
Imbalance Billing:													
Gas Choice ID	Percent Total Usage												
5555611111	100.000%												
Total:	100.000%												

		<p>***Some of the percentages may be slightly off due to system rounding.</p> <table border="1" data-bbox="799 1486 1154 1818"> <thead> <tr> <th colspan="2">Imbalance Billing:</th> </tr> <tr> <th>Gas Choice ID</th> <th>Percent Total Usage</th> </tr> </thead> <tbody> <tr> <td>1111111111</td> <td>0.000%</td> </tr> <tr> <td>2222222222</td> <td>1.867%</td> </tr> <tr> <td>3333333333</td> <td>2.478%</td> </tr> <tr> <td>4444444444</td> <td>0.000%</td> </tr> <tr> <td>5555555555</td> <td>95.656%</td> </tr> <tr> <td>Total:</td> <td>100.001%</td> </tr> </tbody> </table>	Imbalance Billing:		Gas Choice ID	Percent Total Usage	1111111111	0.000%	2222222222	1.867%	3333333333	2.478%	4444444444	0.000%	5555555555	95.656%	Total:	100.001%
Imbalance Billing:																		
Gas Choice ID	Percent Total Usage																	
1111111111	0.000%																	
2222222222	1.867%																	
3333333333	2.478%																	
4444444444	0.000%																	
5555555555	95.656%																	
Total:	100.001%																	

<p>27</p>	<p>Contracted for Optional Firm Delivery Service (OFDS)</p>	<p>This section consists of four columns: Gas Choice ID, Meter Number, Hourly Therms and Monthly Therms.</p> <p>Gas Choice ID – The gas choice ID for the meter. Meter Number – Number assigned to a meter for the premise. Hourly Therms - Hourly OFDS volume (Total Daily OFDS from contract x 24 hours) Monthly Therms – Monthly OFDS volume (Total Hourly OFDS x 24 hours x # days in month). OFDS – Allows a customer to contract for a specific amount of firm distribution service available to interruptible customers during a GDSI or Physical Interruption Test (PIT). This is the maximum volume of gas Suppliers can deliver each hour of a GDSI or PIT.</p>																					
<p>28</p>	<p>Distribution Interruption Penalty (billed the EG, ISS or IS Distribution Interruption Penalty)</p>	<p>This section consists of seven columns: Gas Choice ID, Meter Number, Average Hourly Non-Compliant Therms, Total Non-Compliant Therms, Even Start Date, Event End Date, and Event Type (does not apply for schedule C customers – will not appear).</p> <p>Gas Choice ID and Meter Number (see previous sections) Average Hourly Non-Compliant Therms – Total therms non-compliant during the interruption(s) or Physical Interruption Test (PIT) / duration of the interruption(s) or PIT. Total Non-Compliant Therms - Average Hourly Non-Compliant Therms x 24 hours x number of days in the billing cycle for the month. Event Start Date – Date and time the event (GDSI or PIT) started. Event End Date – Date and time the event (GDSI or PIT) ended. Event Type – List the type of event that occurred which resulted in the penalty (GDSI or PIT).</p>																					
		<table border="1"> <thead> <tr> <th colspan="7">Distribution Interruption Penalty:</th> </tr> <tr> <th>Gas Choice ID</th> <th>Meter Number</th> <th>Average Hourly Non-Compliant Therms</th> <th>Total Non-Compliant Therms</th> <th>Event Start Date</th> <th>Event End Date</th> <th>Event Type</th> </tr> </thead> <tbody> <tr> <td>Total:</td> <td>11145</td> <td>50</td> <td>37,200</td> <td>12/14/2017 10:00AM</td> <td>12/15/2017 10:00PM</td> <td>GDSI</td> </tr> </tbody> </table>	Distribution Interruption Penalty:							Gas Choice ID	Meter Number	Average Hourly Non-Compliant Therms	Total Non-Compliant Therms	Event Start Date	Event End Date	Event Type	Total:	11145	50	37,200	12/14/2017 10:00AM	12/15/2017 10:00PM	GDSI
Distribution Interruption Penalty:																							
Gas Choice ID	Meter Number	Average Hourly Non-Compliant Therms	Total Non-Compliant Therms	Event Start Date	Event End Date	Event Type																	
Total:	11145	50	37,200	12/14/2017 10:00AM	12/15/2017 10:00PM	GDSI																	

29	Excessive Use Distribution Interruption Penalty (billed the EG, ISS or IS Excessive Use Interruption Penalty)	<p>This section consists of six columns: Gas Choice ID, Meter Number, Total NonCompliant Therms, Event Start Date, Event End Date, and Event Type. Customer’s that are billed an excessive use penalty exceed 575 therms in one single hour during a GDSI or PIT (does not apply for schedule C customers – will not appear).</p> <p>Gas Choice ID and Meter Number (see previous sections)</p> <p>Total Non-Compliant Therms – Total therms non-compliant during the interruption(s).</p> <p>Event Start Date – Date and time the event (GDSI or PIT) started.</p> <p>Event End Date – Date and time the event (GDSI or PIT) ended.</p> <p>Event Type – List the type of event that occurred which resulted in the penalty (GDSI or PIT).</p>														
		<table border="1"> <thead> <tr> <th colspan="5">Excessive Use Distribution Interruption Penalty:</th> </tr> <tr> <th>Gas Choice ID</th> <th>Meter Number</th> <th>Total Non-Compliant Therms</th> <th>Event Start Date</th> <th>Event End Date</th> </tr> </thead> <tbody> <tr> <td colspan="2">Total:</td> <td>14444</td> <td>360</td> <td>01/2/2017 10:00AM</td> <td>01/03/2017 10:00</td> </tr> </tbody> </table>	Excessive Use Distribution Interruption Penalty:					Gas Choice ID	Meter Number	Total Non-Compliant Therms	Event Start Date	Event End Date	Total:		14444	360
Excessive Use Distribution Interruption Penalty:																
Gas Choice ID	Meter Number	Total Non-Compliant Therms	Event Start Date	Event End Date												
Total:		14444	360	01/2/2017 10:00AM	01/03/2017 10:00											

Topic 2: Group Imbalance Report Review

The Group Summary Imbalance Report provides Suppliers with a total of the following fields from their Customer’s imbalance reports:

- Therms Delivered
- Therms Production Gas
- Therms Metered
- Group Daily Imbalance
- Group Net Imbalance
- Group Imbalance Limit

This report provides information for Suppliers to determine whether or not their group is in or out of balance. If the group is out of balance, each Customer in the group will have either a Cashout or BGE Purchase depending upon each Customer's net imbalance position for the Gas Day the group went out of balance (positive or negative). If the group goes out of balance a Y will appear in the Group Out of Balance? column. Suppliers may have the ability to get their group back in balance by submitting retro noms and/or gas trades which are discussed in Sections 6 and 7.

BGE IMBALANCE REPORT							
Group Summary							
Report Period: 03/01/2016 - 03/31/2016							
Group: Honeycrisp Energy-Comp				Folio: 2522-0000			
Balance Option: COMPREHENSIVE				Report Run Date: 3/29/2017 2:16:48 PM			
Date	Therms Delivered	Therms Production Gas	Therms Metered	Group Daily Imbalance	Group Net Imbalance	Group Imbalance Limit	Group Out of Balance?
02/29/2016					12,843		
03/01/2016	23,814	0	22,107	1,707	14,550	44,522	N
03/02/2016	17,858	0	27,424	(9,566)	4,984	45,338	N
03/03/2016	20,836	0	27,465	(6,629)	(1,645)	45,330	N
03/04/2016	19,347	0	25,622	(6,275)	(7,920)	46,158	N
03/05/2016	23,814	0	23,303	511	(7,409)	45,638	N
03/06/2016	23,814	0	23,252	562	(6,847)	45,736	N
03/07/2016	23,814	0	20,898	2,916	(3,931)	45,424	N
03/08/2016	31,756	0	20,438	11,318	7,387	44,226	N
03/09/2016	22,822	0	19,138	3,684	11,071	47,066	N
03/10/2016	22,823	0	18,043	4,780	15,851	47,820	N
03/11/2016	22,823	0	18,184	4,639	20,490	48,458	N
03/12/2016	22,823	0	18,932	3,891	24,381	48,712	N
03/13/2016	22,823	0	21,167	1,656	26,037	48,658	N
03/14/2016	22,823	0	20,320	2,503	28,540	48,158	N
03/15/2016	22,823	0	19,921	2,902	31,442	47,466	N
03/16/2016	17,364	0	17,388	(24)	31,418	44,530	N
03/17/2016	25,322	0	18,361	6,961	38,379	44,370	N
03/18/2016	20,836	0	19,792	1,044	39,423	45,250	N
03/19/2016	23,059	0	22,109	950	40,373	45,330	N
03/20/2016	20,339	0	23,828	(3,489)	36,884	45,684	N
03/21/2016	20,736	0	25,610	(4,874)	32,010	45,028	N
03/22/2016	20,836	0	25,053	(4,217)	27,793	44,370	N
03/23/2016	16,071	0	20,892	(4,821)	22,972	43,716	N
03/24/2016	20,043	0	21,504	(1,461)	21,511	43,574	N
03/25/2016	21,066	0	23,338	(2,272)	19,239	42,438	N
03/26/2016	18,634	0	20,956	(2,322)	16,917	43,938	N
03/27/2016	25,314	0	20,460	4,854	21,771	43,054	N
03/28/2016	20,510	0	22,340	(1,830)	19,941	44,694	N
03/29/2016	22,823	0	28,377	(5,554)	14,387	44,692	N
03/30/2016	25,802	0	25,369	433	14,820	45,110	N
03/31/2016	23,519	0	22,222	1,297	16,117	44,792	N
Total	687,087	0	683,813				

One special note about the Group Summary Imbalance Report concerns gas deliveries of zero. If a Supplier does not deliver gas for their Customer on any given gas day, but the Customer uses gas, the Customer will purchase that gas from BGE. This means that the Customer's usage will not be

included in the Therms Metered or Group Daily Imbalance volumes on the Group Summary report.

Section 6: Retro Nominations Process

Section overview

This section provides an overview of the retro nomination process that gas Suppliers may use to reallocate gas among their Daily Metered Customers.

Topic 1: The Retro Nom Process

Balancing of gas that is delivered for customers is performed by their Suppliers typically on a daily basis to avoid having their group or customer go out of balance. On occasion, a Supplier may need to reallocate gas among their customers to keep them or their group in balance. The action of reallocating gas volumes is a manual process and involves the Supplier completing the Retroactive Nomination (Retro nom) form and submitting it to the Gas Choice team.

Before you submit the form, it is recommended that Suppliers check to determine the customer and/or group imbalance position post retro nom. If the retro noms will cause the customer or group to go out of balance either on the day of the retro nom or on another gas day, the Supplier should reconsider the amount of gas they are reallocating or maybe their customer selection. The important thing to remember is that once the form is complete, the **Old Allocation** and the **New Nom** totals should match because gas is only being reallocated.

If you have a large number of customers in your balancing group, you have the option to either include each customer on the retro nom form or only include those customers for which you will need to change their deliveries.

*****Note*** Spreadsheet steps in this topic is based on using Microsoft Excel.**

Follow the steps below to complete the form.

1. Access the **DSWeb**.
2. Click the **Reports** tab ⑦ Scroll down and click the **Customer Confirmation** report link for the applicable month ⑦ Open the file ⑦ You will need to use the totals that appear in the **Allocated** column as your starting point.

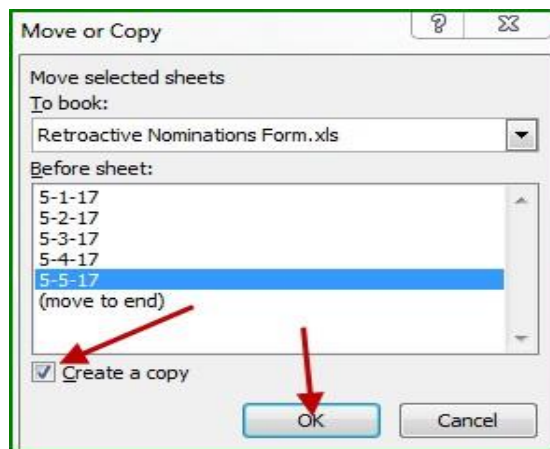
<input type="checkbox"/>	ADCQSUM122616.RPT	12/26/2016 6:02:21 AM
<input type="checkbox"/>	Customer Confirmation Feb-2017.pdf	3/17/2017 2:40:55 PM
<input type="checkbox"/>	Customer Confirmation Mar-2017.pdf ←	3/17/2017 2:40:55 PM

Customer Confirmation Report					
Date: 01-Mar-2017 - 31-Mar-2017					
Report Date: 3/17/2017 2:48:17 PM					
Honeycrisp Energy					
Date	Cust#	Customer	Priority	Nominated	Allocated
01-Mar-2017	---	Injection Total	1	0	0
01-Mar-2017	HCS579	Honeycrisp Energy - DRS	0		
01-Mar-2017	734	Hope Hospital	0	25	30
01-Mar-2017	877	Jay's Coffee Plant	0	48	120
01-Mar-2017	944	Kim's Pie Factory	0	161	200

3. Return to the DSWeb.
4. Click the **Main Library** tab ⑦ Select **Applications and Forms** from the **Select Category** drop down menu ⑦ Click the **Retroactive Nominations Form** link and open the spreadsheet ⑦ Click the **Enable Editing** button (if applicable).

	A	B	C
1			
2		Date:	5-May-17
3			
4	Customer Name (listed alphabetically)	Old Allocation	New Nom
5	Hope Hospital	30	75
6	Jay's Coffee Plant	120	90
7	Kim's Pie Factory	200	185
8			
9	Total	350	350

12. If multiple days are involved, repeat steps 5-10 on the tabs at the bottom of the spreadsheet (one day on each tab).
13. If additional tabs are needed, Right-click the last tab ⑦ Click **Move or Copy** ⑦ Click the **Copy** checkbox ⑦ Click **OK**. A new tab appears with the same information. Rearrange the tabs to make sure they are in order and rename it. **Option 2:** Include each date on the same tab, just ensure that you follow the same format



14. Save the form to your PC.
15. Please double-check your gas volumes/totals for accuracy. If there are any discrepancies, the form will be sent back and not processed until corrected.
16. Email the completed form to GasChoiceProgramsUnit@bge.com.
17. Once the retro noms are processed, you will receive a confirmation email and a request that you review your **Customer Confirmation** report for accuracy.

Section 7: Imbalance Trade Management Program (Gas Trades)

Section overview

This section provides an overview of the Imbalance Trade (gas trade) process that gas Suppliers may use to move gas between gas Suppliers.

Topic 1: Gas Trade Process

The previous topic discussed the Retro nom process and how it is used to balance gas deliveries for customers. The Imbalance Trade Management program (Gas Trades) is another way in which Suppliers can manage gas deliveries and customer imbalances. This program involves a voluntary network of Gas Suppliers that participate in the Daily Metered Program who can trade gas between each other. Gas trades are only permitted if one of the Suppliers group involved in the trade is out of balance. This is indicated by a Y flag displaying on the **Group Summary** report in the **Group Out of Balance?** column.

Group Out of Balance?
N
N
N
Y
N

Gas trades may also be permissible for situations such as Gas Production Days (Gas Production Days will be covered on Section 9).

Suppliers can access a list of participating Suppliers via the **DSWeb** ➤ **Main Library** ➤ Select **Key Dates and Lists** from the **Select Category** dropdown menu ➤ Open the document titled **List of Imbalance Management Suppliers.xls**. Suppliers will use this list to contact other Suppliers if there is a need to buy or sell gas for their Daily Metered customer(s) to put the group back in balance. It is important to note that once the gas trade is processed, it cannot cause either Supplier groups to go out of balance or cause the Supplier that had the imbalance originally, to go out-of-balance on another day. If this occurs, members of the Gas Choice team need to reverse the trade and notify the Supplier. If a Supplier submits three gas trades which results in their group going out of balance on a day not previously out of balance within a six-month time period, they will be removed from the Imbalance Management Program for a period of twelve months.

Gas Trades are a manual process, so Suppliers need to complete the Gas Trade form. The form is located on the **DSWeb** ➤ Click the **Main Library** tab ➤ Select **Applications and Forms** from the **Select Category** dropdown menu ➤ Open and Save a copy of the **Gas Trade Form** doc to your PC ➤ Both Suppliers should complete the form ➤ the initiating Supplier should sign and date the form and email it to GasChoiceProgramsUnit@bge.com.

Guidelines for the Imbalance Management program are found on the **DSWeb** ➤ Click the **Main Library** tab ➤ Select **General Information** from the **Select Category** dropdown menu ➤ Open the **Imbalance Management Program Guidelines** doc.

Always ensure that you review your reports (i.e. **Group Summary**, **Customer Confirmation**, etc.) once Gas Choice sends notification that the trade is processed.

Suppliers can submit retro noms either with the gas trade or after the trade (if necessary) to reallocate the gas. If retro noms are not submitted, the gas is prorated among the Supplier's customers.

If a gas Supplier is interested in participating in the Imbalance Management Program, they must submit their request in writing and provide the name and telephone number of the individual Suppliers should contact to initiate a trade and email it to GasChoiceProgramsUnit@bge.com.

Suppliers can submit multiple names/contact telephone numbers.



IMBALANCE MANAGEMENT GAS TRADE FORM

AN EXELON COMPANY

PLEASE EMAIL THIS FORM TO GasChoiceProgramsUnit@bge.com.

Gas Day _____ Quantity (Dth) _____

From Company

 Contract # _____ Pipeline _____
 Company Name _____
 Authorized Contact _____ Signature _____
 Phone Number _____ Date _____

To Company

 Contract # _____ Pipeline _____
 Company Name _____
 Authorized Contact _____ Signature _____
 Phone Number _____ Date _____

1) This form will serve as authorization to transfer gas from the "From" Company to the "To" Company.
 2) BGE must be able to manage the transfer without adverse impact on assets.
 3) Your Pipeline Confirmation Report will be updated with the After Delivery Transfer pipeline contract number and quantity (Dth) after the Delivery Transfer has been completed.

BGE Approval

 Signature: _____
 Date: _____

Initiating Company

 Signature: _____
 Title: _____
 Date: _____

Heading	Description
Gas Day	Enter the complete date of the trade (i.e. 3/16/17).
Quantity (Dth)	Enter the trade volume in dekatherms.
From Company	<p>This section should be completed by the Supplier that is selling gas.</p> <p>Contract # - Pipeline contract # the Supplier used to deliver gas to BGE's citygate. The Supplier must ensure they have enough gas on this contract to sell to the purchasing Supplier. Suppliers cannot</p>

	<p>trade gas that is designated to go into their pool or DRS customers (i.e. no TCO BGETrans gas).</p> <p>Pipeline - Name of the Pipeline for the contract (i.e. TCO, Transco, or Dominion).</p> <p>Company Name - Name of the company.</p> <p>Authorized Contact – Name of the person authorizing the trade.</p> <p>Signature – Signature of the Authorized Contact.</p> <p>Phone Number – Authorized Contact’s phone number.</p> <p>Date – Date the section was completed.</p>
To Company	<p>This section should be completed by the Supplier that is buying gas.</p> <p>The same information required in the From Company section is required in this section except from the Supplier buying the gas.</p>
Initiating Company	<p>This section should be completed by the Supplier that is initiating the trade (Signature, Title, Complete current date).</p>
BGE Approval	<p>Leave this area blank. For BGE use only.</p>

If you submit retro noms with the gas trade, your beginning and ending total should be different (see the example below).

Honeycrisp Energy purchased 50 dths of gas from Outdoor Gas Company on 7/15/16. They submitted the Gas Trade form along with retro noms because they wanted to allocate the gas among their customers. The **Old Allocations** are the current volumes displayed on their **Customer Confirmation** report in the **Allocated** column. You determine the **New Nom** volumes based on how you would like the gas to be allocated.

Honeycrisp Energy wanted Plant Farm Products to receive an additional 25 dths, Sonney’s Superstore will receive an additional 20 dths, and Johnny’s Apple Farm an additional 5 dths. Shirley’s Café did not require any additional gas so their volumes remained the same.

Supplier Name: Honeycrisp Energy		
Date:	15-Jul-16	
Customer Name (listed alphabetically)	Old Allocation	New Nom
Plant Farm Products	50	75
Sonny's Superstore	100	120
Johnny's Apple Farm	20	25
Shirley's Café	10	10
Total	180	230

If you are selling gas to another company, your New Noms totals would be less than your Old Allocation totals.

If you wait until the gas trade is processed before submitting retro noms, your grand total should be the same because the gas was already prorated among your customers automatically, you are just moving it around which should not result in a net change.

Section 8: Daily Metered Customer Phone Problems

Section overview

This section describes the process Suppliers follow when encountered with a customer phone problem. The Customer is responsible for providing a working phone line.

Topic 1: Phone Problem Procedure

When a Daily-Metered customer's gas meter(s) stops calling BGE, our technician will visit the customer's site to determine the problem. If the problem is meter/equipment related, the technician will resolve the problem as soon as possible. However, if the problem is phone related, Gas Choice will send an email message to the customer's BGE representative (Large Customer Services or Business Customer Services Team) and their gas Supplier with details and a deadline for when the customer must resolve the phone problem. It is the customer's responsibility to resolve their phone problem.

When a phone problem begins an asterisk will appear next to the CCF and Therms Metered on the first page of the imbalance report on the Customer's imbalance report.

If necessary, Gas Choice will send follow-up messages to the customer's BGE representative and their gas supplier (i.e. the phone problem has not been resolved). It is important that the gas Supplier continue delivering gas based on an estimation of their Customer's usage.

Whenever the meter(s) starts calling in again, Gas Choice will have the appropriate Imbalance Report(s) and the supplier's Group Summary Report(s) updated as soon as possible.

If the customer's phone problem is not resolved by the deadline, Gas Choice will send another message to the BGE representative and their gas supplier informing them that the customer will be removed from their balancing group. Once a customer is removed from the group, Suppliers will not be able to submit gas trades and/or retro noms to eliminate any Cashouts or BGE purchases for the time the customer is not in the group.

After the customer has been removed from their gas supplier's balancing group and the meter(s) starts calling in again, Gas Choice will have the appropriate Imbalance Report(s) and the supplier's Group Summary Report(s) updated as soon as possible. Gas Choice will send another message to the BGE representative and their gas supplier to inform them that the meter is calling in again and that the reports are updated.

It is the responsibility of the gas Supplier to send an email to the Gas Choice team to request the customer be added back to their balancing group. After the gas supplier sends the email message notifying BGE of the effective date of the customer's return to their balancing group, Gas Choice will return the customer to their gas supplier's balancing group (the effective date is always the 1st of the following month – no retroactive starts). Gas Choice will send a follow-up email message to the gas supplier confirming that the customer has been returned to their balancing group.

It is important that customers on the Daily Metered Program resolve their phone problems promptly not only to avoid being removed from their Supplier balancing group, but also to avoid causing the group to go out of balance once the phone problem is resolved (if still in their balancing group). Customer's that have existing phone problems could also present an issue for their new Supplier if they enroll with another Supplier before the problem is resolved. Suppliers should continue to deliver gas for their customer during the time the phone problem exists because the gas they use will be prorated starting the date the meter stopped calling in.

It is advisable that Suppliers remain in contact with their customer to ensure they are working towards getting the phone line fixed and to better project how much gas to deliver for that customer each day.

Additional information regarding phone problems is located on the **DSWeb** ⑦ Click the **Main Library** tab ⑦ Select **General Information** from the **Select Category** dropdown menu ⑦ Open the **Daily Metered Customers and Phone Problems** doc.

Below, you will find an example of a phone problem message that Gas Choice emails to the customer's BGE rep and gas Supplier.

Example of a phone problem message sent to Supplier's

- Gas meter stopped calling BGE on May 22, 2023
- BGE identified the problem as a customer phone problem June 1, 2023
- The phone problem is preventing gas usage data from being sent to BGE
- Daily imbalances cannot be determined for the customer until they correct their phone problem
- Customer is a member of their gas supplier's balancing group
- If the phone problem is not resolved by June 30, 2023, customer will be removed from the balancing group effective July 1, 2023
- BGE Representative will meet with the customer one week prior to the potential removal from the balancing group
- Customer's balancing option will remain the same
- **Honeycrisp Energy should continue to deliver gas and endeavor to match deliveries with usage while the meter is not calling BGE**
- After the phone problem is corrected, BGE will assess cashouts and/or BGE gas purchases based upon daily imbalances from July 1, 2023 until the time that the phone problem is corrected
- Honeycrisp Energy will not be allowed to do any gas trades or submit retro-nominations to eliminate any cashouts and/or BGE gas purchases on any days from July 1, 2023 until the time that the phone problem is corrected
- If the phone problem is resolved by the deadline, any gas used during the time that the meter is not calling BGE will be pro-rated on a straight calendar basis from May 22, 2023 until the time that the meter starts calling BGE again
- If the phone problem is not resolved by the deadline, any gas used during the time that the meter is not calling BGE will be actual daily usage, when available, from May 22, 2023 until the time that the meter starts calling BGE again. If actual daily usage is not available, usage will be pro-rated on a straight calendar basis from May 22, 2023 until the time that the meter starts calling BGE again
- If the phone problem has not been resolved after an extended period of time, there is the potential for an extreme monetary penalty to accrue
- After the phone problem is corrected, the customer can rejoin a balancing group effective the first day of the next month
- Honeycrisp Energy must send an email message notifying BGE of the effective date of the customer's return to their balancing group

Section 9: Gas Production Days

Section overview

This section provides an overview of Gas Production Days and Supplier impacts and expectations before, during, and after the event.

Topic 1: Gas Production Days

A Gas Production Day (GPD) is a day when BGE anticipates engaging in peak shaving activities by dispatching Liquefied Natural Gas (LNG) for our non-Daily Metered and standby customers. The GPD event applies to rate schedules C non-standby, EG, IS, and ISS. A member(s) of the Gas Choice team will post a communication on the DSWeb and send to Suppliers via email regarding the start and end of a GPD. Phone calls will also be placed to Suppliers to ensure they are aware of what action to take. During this time, Suppliers are asked to closely match gas deliveries with customer usage to avoid getting in an under-delivery situation (see an example of the notice below).



BGE Gas Production Operation Notice

Immediate Action May Be Required

Notice For: Interruptible Schedules IS, ISS and EG Customers and Schedule C with Non-Standby Service – Responsible Facility Personnel

Attention:

This is **NOT** a notice to interrupt the use of natural gas. **You may continue** to use gas. If an interruption is required, a separate notice will be sent to Schedule IS/ISS and EG customers.

BGE is commencing operation of its Gas Production Facilities **effective Time AM Day, Month date, year.**

The current **projected** duration of Gas Production Operations is for **X** days **ending at Time AM Day, Month date, year.** Please check the Information Hotline or [DSWeb](#) daily for updated information and to find out if this notice has been extended.

The forecasted severe cold temperatures necessitate this action.

If your gas supplier has confirmed that gas for your account is scheduled for BGE City Gate delivery during Gas Production Operations, you may continue to use up to that volume. Please check with your gas supplier if you have any questions concerning gas deliveries during Gas Production Operations.

You will receive a second fax to notify you when the Gas Operation Notice is lifted.

The initiation of Gas Production Operations triggers two events:

1. Supplier Group balancing provisions are suspended.
2. A 3% tolerance on under-tendered volumes is permitted.

A tolerance of 3% is permitted on under-deliveries. When the 3% tolerance is exceeded, the following corrective measures become effective. For all gas used in excess of the Customer's Transportation Gas arriving at the Company's City Gate, including the 3% tolerance, a \$0.50 per therm penalty will be added to the higher of the Gas Commodity Price or 110% of the highest Transco Zone 6 (Non-New York) price for the current month. Any over-tendered volumes will be added to your cumulative imbalance.

NOTE: For Interruptible Schedules IS, ISS and EG Customers – In the event that a Gas Distribution System Interruption is in progress or is called after the Production Gas Day has started, you must stop using gas for the duration of the Gas Distribution System Interruption.

A 3% under-delivery tolerance is implemented on Gas Production days. Customers will accrue commodity penalties whenever Supplier delivery volumes are 3% less than the amount the Customer used. If this occurs, the Customer will purchase the Production Gas from BGE at a cost of either the Under-tender DS Purchase rate plus \$0.50 per therm penalty or 110% of the highest Transco Zone 6 non-NY rate plus the \$0.50 per therm penalty (whichever rate is higher – See the **Gas Service Tariff on BGE.com**). See the example below.

Example:

The Supplier delivered 5,834 therms of gas on the Gas Production Day and the Customer used 8,610. The percentage difference between gas delivered and used is 0.47 or almost 5%, so this Customer would pay for the Production Gas used.

Therms Delivered	CCF Production Gas	CCF Metered	Therms Production Gas	Therms Metered	Customer Daily Imbalance	Customer Net Imbalance
5,844	0	6,730	0	7,706	(1,862)	(6,681)
13,081	0	7,920	0	9,068	4,013	(2,668)
5,834	0	7,520	2,776	8,610	0	(2,668)

Generally, Suppliers with over-deliveries are given a specific amount of time to eliminate them after the GPD event is over. The Gas Choice team will post a message on the DSWeb and send via email Supplier options for eliminating production gas for their Customers (i.e. gas trades, retro noms).

Suppliers that have customers with under-deliveries, also have an option to submit gas trades and/or retro noms to try and eliminate the production gas.

Section 10: Gas Distribution System Interruptions

Section overview

This section provides an overview of a Gas Distribution System Interruption and expectations before, during, and after the event.

Topic 1: Gas Distribution System Interruptions

A Gas Distribution System Interruption (GDSI) is an event that occurs when there is a potential for damage to BGE's distribution system. Rate schedule EG, IS and ISS Customers are impacted by GDSI's and are expected to either stop using natural gas or no more than their contracted for

Optional Firm Delivery Service (OFDS) volume. Failure to stop using gas or reduce to the contracted OFDS volume of gas will result in a penalty which in some instances can be excessive (see Sections 3.3 and 3.4 of the Gas Service Tariff).

When an interruption is called, the Gas Choice team will post a communication on the DSWeb and email it to Daily Metered Suppliers informing them of the interruption start date and time. In addition, members of the Gas Choice team will contact Suppliers via phone to ensure they received and understand the communication. The affected customers will also receive notification of the event from their Account representative. Once the Gas Choice team receives notification that the event will end, they will post another communication providing the date and time and make phone calls. The affected Customers will be notified as well by their Account Representative.

After the event has ended, BGE will determine which customers were non-compliant and subject to penalties. The affected Suppliers will receive notifications identifying their non-compliant Customers and outlining next steps.

The non-compliant therms the customer used during a GDSI will appear on the imbalance report when it is time for penalties to be billed. The Customer will be billed for non-compliant therms for a period of 12 months from the month/year first billed.

See an example of a Customer’s imbalance report with non-compliant therms displayed.

Distribution Interruption Penalty:						
Gas Choice ID	Meter Number	Average Hourly Non-Compliant Therms	Total Non-Compliant Therms	Event Start Date	Event End Date	Event Type
8224450115	1141159	32	23,040	02/13/2016 10:00PM	02/14/2016 10:00AM	GDSI
Total:			23,040			

Below is an example of a GDSI notice that is sent to Suppliers prior to an interruption.



F

BGE Gas Distribution System Interruption Notice Immediate Action Required

Notice For: Interruptible Schedules EG, IS, and ISS Customers – Responsible Natural Gas Facility Personnel

*You **MUST STOP** use of any and all natural gas above the hourly Optional Firm Delivery Service amounts you contracted for (if any), by whatever means necessary (e.g., switching to an alternate fuel and/or reducing operations) by **Time AM on Day, Month day, year** even if your supplier continues to deliver gas to BGE.*

Note: The Gas Distribution System Interruption supersedes the Gas Production Operation Notice until the interruption has ended.

Attention:

BGE is initiating an interruption of its natural gas distribution service for Rate Schedule EG, IS, and ISS customers **effective Time AM on Day, Month day, year.**

The current **projected** duration of the interruption is ? hours through **Time AM Day, Month date, year**

BGE will notify you when upon return to normal operating conditions and you may resume using gas.

Specific instructions are described below.

1. You **MUST STOP** use of any and all natural gas above your contracted Optional Firm Delivery Service amounts (if any) by whatever means necessary (e.g. switching to an alternate fuel and/or reducing operations) by **Time AM on Day, Month date, year.**
2. If you fail to reduce to Optional Firm Delivery Service levels during an interruption for distribution system reasons:
 - a. You will face much higher charges in accordance with the penalty and charge provisions in BGE's Gas Service Tariff, and.
 - b. As an absolute last resort, to protect its distribution system integrity BGE will physically terminate gas service to your location.

Topic 2: Interruption Capability Verification Program (ICVP)

To verify a rate schedule EG, IS and ISS customer's ability to interrupt, BGE will conduct a physical interruption test (PIT). This test is conducted annually and is open for any schedule EG, IS and ISS customer's participation to better ensure their ability to comply with an actual Gas Distribution System Interruption event should one occur. Each year, Gas Choice will determine which customers are responsible for participating in a PIT. Customers that are not required to participate will be required to submit either a certificate from a Professional Engineer or an authorized Facility Manager letter. Customers will receive notification from the Large Customer Account Services unit about their specific expectations. Gas Choice will post a message on the DSWeb and send an email to Suppliers as notification once a date is determined.

Additional information regarding the ICVP is located in the Gas ServiceTariff. (**Rate Schedule EG, IS, or ISS**).

Please remember that if you have any question, send an email to

GasChoiceProgramsUnit@bge.com

Section 11: Best Efforts Gas

One requirement of a daily metered customer is for them to have a gas supplier. There are times when a customer is in between gas suppliers (i.e. customer or supplier will not be renewing a contract, etc.). If a daily metered customer is faced with a situation where they will not have a gas supplier for a short period of time (i.e. one or a few months), they can purchase gas from BGE at the Best Efforts rate. The customer can request to purchase gas from BGE at the best efforts rate providing they notify BGE prior to the beginning of the month for which they need to purchase the gas (see Gas Service Tariff – section 4.4.1). If the customer does not have a gas supplier and does not request best efforts gas, BGE will provide gas to the customer at the

Undertendered DS Purchase rate (110% of highest Transco Zone 6 non-NY rate). The Undertendered DS Purchase rate could be the same as the Best Efforts Rate, but there are times when the rates will differ, and the Undertendered DS Purchase rate is higher (see example below of the January 2019 BGE Rates Card).

ADDITIONAL GAS RATE INFORMATION FOR DAILY-METERED CUSTOMERS			
CL AMR,			
Gas Commodity Rates		Imbalance Prices for Self Balancing Option	
Overtender DS cashout (credit)	(\$0.2264)	Percent of Imbalance 0 to 3% Greater than 3% to 6% Greater than 6% to 10% Greater than 10% to 15% Greater than 15%	Imbalance Price
Undertender DS purchase	\$0.8839		No Charge
"Best Efforts" Commodity	\$0.4558		\$0.00359
Production Gas Commodity	\$1.3839		\$0.00478
Interruption Gas Commodity	\$2.3839		\$0.00956
Interruption Penalties (Non Commodity)			\$0.01912
ISS Distribution Interruption Penalty	\$0.2705	Unaccounted-For Gas Factor (also applies to DRS)	
ISS Excessive Use Interruption Penalty	\$0.3606	January 2019	1 - (0.0269) = 0.9731
IS Distribution Interruption Penalty	\$0.3780	Therm Factor (Temperature Adjusted)	
IS Excessive Use Interruption Penalty	\$0.5040	January 2019	1.114 /CCF

Jan19 On Or After 1-4-19
Jan19 Before 1-4-19
Di ... (+) : ◀

If the customer is in between gas suppliers and they would like to purchase gas from BGE as the best efforts rate, they should send an email to GasChoiceProgramsUnit@bge.com prior to the 1st of the month they are requesting best efforts gas. The request will only be approved on a month-to-month basis and must include month they are requesting gas and an estimate as to how much gas they believe they will need.

At the beginning of the month, the BGE Gas Choice team will send a communication to gas suppliers and daily metered customer BGE reps to provide best effort details and deadline for requests for the following month (see example below).

BGE does not offer Gas Commodity Service under Schedule EG, Schedule IS, Schedule ISS and Schedule C (Non-Standby). However, gas may be provided from month-to-month on a best efforts basis provided the Customer makes a request for nomination of such gas prior to the first day of the delivery month. This gas is priced at the Gas Commodity Price (Riders 2 and 12). The Customer must make a request for each month that such gas is to be nominated.

Even if BGE approves the Customer's nomination request, BGE gas commodity at the Gas Commodity Price (Riders 2 and 12) will not be available during a Gas Production Day, a Distribution System Interruption or a curtailment of supply. In those circumstances, the specific provisions governing those situations would apply. **The commodity prices charged under these two circumstances will be significantly higher than BGE's Gas Commodity Price.**

Customers wishing to purchase BGE gas commodity for September 2020 must notify BGE prior to Tuesday, September 1, 2020.

To notify BGE of your intent to purchase BGE gas commodity, please send your total monthly requirements to GasChoiceProgramsUnit@bge.com. Daily requirements are not necessary.

Once accepted for BGE gas commodity for the month, a Customer will not be permitted to switch back to third-party gas commodity during that month. This means that if a Gas Production Day, a Distribution System Interruption or a curtailment of supply event occurs in this month, the Customer **will be paying a significantly higher price than BGE's Gas Commodity Price** on those days.

Any BGE gas commodity used outside of that nominated and accepted for Gas Commodity Price (Riders 2 and 12) pricing is subject to the "Imbalance Corrective Measures for Undertendered Imbalances" provisions and Appendix A of the BGE Gas Service Tariff. **This pricing can be significantly higher than the Gas Commodity Price.**

If you have any questions, please contact GasChoiceProgramsUnit@bge.com.

Section 11: Demand Free Days

Rate schedules EG, IS and ISS daily metered customers are billed a demand charge each month on their BGE bill. The billing demand is determined by looking at the customer's maximum winter day measured demand during the latest 12-month period. The winter period is the 5 months of November through March, inclusive.

Certain times during the year demand free days are called which means that any gas used by a schedule EG, IS and ISS customer during a demand free day will not be considered when determining their billing demand.

***** Note***** Billing demand is measured for each daily metered schedule (including C) and shown on the customer’s imbalance report, but schedule C customers are not billed a demand charge.

Example:

Period = March 2020; Customer A has a rate schedule of IS BGE

system measured usage from March 2019.

New Demand Billing = 1,750 because 3/4/19 was a demand free day, so 1.970 therms were excluded.

Gas day	Therms Customer Used	Demand Free Day
3/1/2019	600	No
3/2/2019	798	No
3/3/2019	1,750	No
3/4/2019	1,970	Yes
3/5/2019	800	No
3/6/19 – 3/31/19	0	No