

Appendix D

Tariffs

- A. All gas distribution systems shall file and maintain a detailed tariff with the Commission providing an explanation of the services and rates. All such tariff filings shall be filed in compliance with the rules set forth below. Upon request by the Commission or Staff, a computer disk of the tariff shall be provided to the Commission in a format specified by the Commission or Staff.
- B. General Requirements
1. Each gas distribution system shall maintain on file with the Commission tariffs which set forth all of the rates and charges for customer services, the different services available to consumers, and the conditions and circumstances under which service will be furnished. When the Commission has authorized contract rates, the conditions under which such contracts may be offered shall be clearly stated in the provider's tariff but the contracts themselves need not be part of the tariff. Upon request by the Commission, the contracts are to be made available to the Commission for its review. The tariff shall not include charges for detariffed equipment and services.
 2. Each tariff shall be Louisiana-specific and all rates, charges, and service descriptions shall be for intrastate usage.
 3. Each tariff must be clearly expressed in simple words, sentences and paragraphs. It must avoid unnecessarily long, complicated or obscure phrases or acronyms so that the customer will understand that for which he is contracting or obligated to pay.
 4. Each tariff shall be written in a manner such that service will be provided on a non-discriminatory basis. No public statement of service quality, rates, or service offerings or billings should be misleading or differ from those stated in the tariff.
 5. A printed notice shall be kept posted by each company in a public and conspicuous place in each office, if any, where application for service may be made stating that its tariff and standard contract and agreement forms, are on file at that office and are open to examination by any person. In the case of gas distribution systems without an office in Louisiana the notice and tariffs will be maintained at the office of local counsel or the agent for service of process. The holder of this information shall be disclosed to the Commission.
 6. All proposed changes to an existing, filed tariff shall be directed to the Secretary of the Louisiana Public Service Commission, Post Office Box 91154, Baton Rouge, Louisiana 70821-9154. A filing must be received by the Commission before 4:30 p.m. of a normal Commission workday in order for it to be "filed" on that day.
 7. All tariff changes shall be submitted to the Commission in quadruplicate in substantially the same form described herein. The letter of transmittal shall be sent in duplicate with the request that the duplicate be returned. If requested, the duplicate copy stamped "Received" will be returned to the company, which shall be the notice to the company that the proposed tariff has been received. Once the tariff has been accepted by the Commission, the gas distribution

system will be notified either by notation on the tariff transmittal letter submitted by the provider, or by separate letter from the Commission.

8. Gas distribution systems shall charge only the rates contained or allowed in their tariffs. Gas distribution systems electing to enter special marketing promotions where they desire to temporarily lower rates or suspend specific charges and later return to existing tariff rates, may notify the Commission by letter stating the specific tariff charges, a description of the customers who would be eligible for the decrease, the conditions under which customers would be eligible for the decrease, the conditions under which customers would receive a decrease, and the beginning and ending dates of the reduction.

C. Format

1. All tariffs filed shall be submitted in loose leaf form on 8-½" x 11" sheets, typewritten on a good grade of white three hole paper of durable quality, using one side of the paper only. All copies must be clear and legible. Sufficient margin shall be allowed on each sheet for a left-hand binding edge so that when the tariff book is open all printed matter will be in view.
2. Every page in the tariff shall be numbered in the upper right hand corner of the page.
3. Each page shall bear the name of the filing company in the upper left-hand corner of the page.
4. Each initially approved page in the tariff shall be marked "Original Page" in the upper right-hand corner of the page. As an example: Original Page No. 1, or Original Page No. 5.2.
5. Revised pages in the tariff shall be marked with the number of the revision in the upper right-hand corner and the number of the page(s) it replaces. As an example:

**First Revised page No. 1
Cancels Original Page No. 1
or
Fourth Revised Page No. 5.2
Cancels Third Revised Page Nos. 5.2, 5.3
and Second Revised Page 5.4**

6. On each page shall appear the Issued Date in the upper left-hand corner of the page. The Issued Date will be the date shown on the provider's transmittal letter to the Commission referencing the tariff filing.
7. On each page shall appear the Effective Date in the upper right-hand corner of the page. The Effective Date will be the date shown on the provider's transmittal letter to the Commission referencing the tariff filing.
8. On each page shall appear the name and/or title of the issuing officer of the filing company in the upper left-hand corner of the page under the Issued Date.
9. The filed tariffs shall contain the following in the order listed:
 - a. Title Page. The title page shall adequately identify the tariff, filed by the particular company with the Commission and will include the name, address and telephone number of the company representative

responsible for providing information with respect to the company's tariff filings.

- b. **Table of Contents.** All tariffs shall have a Table of Contents identifying the schedule or section name, the schedule number or code, revision and page number and effective date. In tariffs of less than 30 sheets, the table of contents may serve as subject index for the entire volume.
- c. **Symbols Used in Tariff Filings.** The following symbols will be used in any proposed change to the existing tariff in the manner described herein. The symbols will appear in the right margin of each sheet to denote the line(s) to which any change has been made. In the event more than one type of change occurs on the same line, two or more types of symbols denoting the changes shall be placed next to each other on the affected line. The following are the only letters allowed to denote the following types of change:

- C - To signify Changed Regulation
- D - Delete or Discontinue
- I - Change Resulting in an Increase to a rate
- M - Moved from Another Tariff Location
- N - New
- R - Change Resulting in a Reduction to a rate
- S - Matter Appearing Elsewhere or Repeated for Clarification
- T - Change in Text But No Change to Rate or Charge
- V - Signifies Vintage Tariff (Grandfathered)
- Z - Correction

- 10. **Technical Terms and Abbreviation.** This section shall contain full and concise information as to the meaning of all technical and special terms and abbreviations used in the tariff.
- 11. **Rules and Regulations/Standard Terms and Conditions of Service.** This section shall include all rules, regulations, practices, exceptions and conditions made or observed relative to the services provided by the company which are general and apply to allow many of the services offered. It shall contain the gas distribution system's deposit requirements. If a general regulation does not apply to particular service, that fact should be clearly stated within the regulation or as part of the specific regulations of a particular service.
- 12. **Description of Service Offered/Schedule or Policy of Rate Interpretation (optional).**
- 13. **Rates.** All standard rate schedules, rates and charges for all services, and other data necessary to compute a consumer's bill for intrastate service shall be placed in this section. If more than one type of service is offered, all information pertaining to an individual service shall be grouped together or clearly cross-referenced.
- 14. **Index.** To facilitate reference by subject matter, tariffs of 30 sheets or more are to include an alphabetical listing of services and the page number on which they may be found.

D. Information to Accompany All Tariff Filings

- 1. The original and one copy of a letter of transmittal to the Commission shall accompany each tariff filing, which lists the sheets (by section, page number, and revision level) being transmitted and gives a brief description of all changes

included therein and the reasons for the change(s). The Commission reserves the right to request additional data, including cost of service data.

2. With each tariff filing the company shall include a revised/updated Table of Contents along with four (4) copies of the tariff pages which contain proposed changes.

E. Log-in Book and Bin

1. The Commission's Staff shall maintain a log-in book for each tariff filing. The notation for each tariff shall consist of (i) the name of the entity filing the tariff, (ii) date filed, and (iii) a general, brief description of the filing. The log-in book shall be available to the public for inspection.
2. The Commission's Staff also shall maintain a tariff bin for copies of all filed tariffs. Copies of filed tariffs shall remain in the tariff bin until the tariff is accepted, rejected, or published, whichever occurs first. The tariff bin shall be available to the public for inspection.

F. General Tariff Provisions

1. All tariffs (including revised tariffs) filed with the Commission must be accepted by the Commission through its Secretary prior to implementation. A tariff is accepted once signed by the Secretary.
2. Accepted tariffs will become effective as follows:
 - a. All tariffs are effective upon acceptance or later if a later date is specified in the tariff.
 - b. A gas distribution system may request expedited acceptance. However, the disposition of such request shall be subject to the ability of the Commission and its Staff to accommodate such request.
 - c. The Commission through its Secretary must accept, reject, or elect to follow the procedure set forth in 3 below.
 - d. Tariff filings made pursuant to an order of the Commission shall be effective on the date specified by the Commission.
3. The Commission through its Secretary shall have the right to publish notice of a filed tariff in the Commission's Official Bulletin and either delay acceptance of any particular tariff filing or accept the tariff filing and publish notice of the accepted tariff.
4. Inherent within the Commission's plenary power is the Commission's authority to delay the acceptance of a tariff and consider the tariff at the Commission's Open Session. Additionally, the Commission may suspend for reasonable cause after notice and hearing any tariff previously accepted.