

DEPARTMENT OF LABOR AND ECONOMIC GROWTH

PUBLIC SERVICE COMMISSION

**FILING PROCEDURES FOR ELECTRIC, WASTEWATER, STEAM, AND
GAS UTILITIES**

(By authority conferred on the public service commission by section 7 of 106 PA 1909, section 2 of 1909 PA 300, sections 5 and 7 of 1919 PA 419, section 6 of 1939 PA 3, and sections 3, 9, and 231 of 1965 PA 380, MCL 460.557, MCL 462.2, MCL 460.55, MCL 460.57, MCL 460.6, MCL 16.103, MCL 16.109, and MCL 16.331)

PART 1. GENERAL PROVISIONS

R 460.2011 Scope.

Rule 11. All electric, wastewater, steam, and gas utilities under the commission's jurisdiction shall use these rules when filing the following documents with the commission:

- (a) Rate schedules.
- (b) Rules and regulations.
- (c) Standard customer forms index.
- (d) Special contracts.

History: 1981 AACCS; 2007 AACCS.

R 460.2012 Definitions.

Rule 12. As used in these rules:

- (a) "Commission" means the Michigan public service commission.
- (b) "Effective date" means the date when the tariff sheet must be followed.
- (c) "Issue date" means the date the utility files a tariff sheet with the commission.
- (d) "Rate book" means the complete set of utility filings submitted in accordance with these rules.
- (e) "Rate schedule" or "rider" means the rate or charge for a particular classification of service, including all special terms and conditions under which that service is furnished at the prescribed rate or charge.
- (f) "Rate sheet" or "tariff sheet" means any of the documents filed in accordance with R 460.2022.
- (g) "Rules and regulations" means the rules, regulations, practices, classifications, exceptions, and conditions that the utility must observe when providing service.
- (h) "Special contract" means an electric, steam, or gas rate schedule for utility service provided to a customer under a negotiated agreement providing rates or rules and regulations other than those listed in the utility's rate book.
- (i) "Standard customer forms index" means a listing showing the number, title, and revision date for all standard forms, in any format (preprinted or electronically preformatted) that the utility uses to document contracts or other agreements that create

or alter a customer's rights or responsibilities in dealings with the utility. Standard customer forms require a customer signature or are specifically referenced within the rate book for execution between the utility and customers.

History: 1981 AACS; 2007 AACS.

R 460.2013 Rescission.

Rule 13. R 460.2001 to R 460.2008 of the Michigan Administrative Code, appearing on pages 4776 to 4782 of the 1979 Michigan Administrative Code, are rescinded.

History: 1981 AACS.

PART 2. RATE BOOK

R 460.2021 General filing instructions.

Rule 21. (1) When the commission directs a utility to file rate schedules, rules, and regulations, or special contracts, the utility shall submit an electronic copy of the document in the form prescribed in the commission order.

(2) When submitting filings, the utility shall also submit a transmittal letter listing the tariff sheets being filed, the reason or reasons for the filing, and the commission order or orders to which the filing responds.

(3) After accepting a filing, the commission shall return an electronically stamped copy of the utility's filing and a filing acceptance letter to the utility. The acceptance letter, the utility's transmittal letter, and the stamped copy of the filing returned to the utility signify that the commission accepted the filing.

History: 1981 AACS; 2007 AACS.

R 460.2022 Size and form.

Rule 22. (1) Utilities shall submit all filings electronically, formatted for printing on 8-1/2 by 11-inch sheets with a 1-inch left-hand margin.

(2) The format of each filing shall include a blank 2-inch square area at the bottom center of each printed sheet to provide space for the commission's stamp of acceptance or approval and a 1-inch square blank space at the bottom right or left corner of each printed sheet to provide space for the commission's cancellation stamp.

(3) Sections. All of the following sections shall appear in each rate book in the order shown:

- (a) Title page.
- (b) Index.
- (c) Table of contents checklist.
- (d) Description of territory served.
- (e) Index of cities, villages, townships, and counties served.
- (f) Technical terms and abbreviations.

- (g) Miscellaneous.
- (h) Rules and regulations.
- (i) Rate schedules and riders.
- (j) Standard customer forms index.

History: 1981 AACS; 2007 AACS.

R 460.2023 Numbering and general data to appear on each sheet.

Rule 23. (1) Tariff Sheet numbers. Every sheet in each rate book shall be numbered using a decimal numbering system or equivalent, as described in subrules (3) and (4) of this rule.

(2) Commission number and utility name. Each utility shall assign a unique commission number (M.P.S.C. number) to each rate book, which shall appear in the upper left-hand corner of every sheet. A suffix that denotes the type of service provided shall be used with the M.P.S.C. number, for example, M.P.S.C. No. 1--Gas. All of the following shall apply:

(a) The utility name shall appear on each sheet under the M.P.S.C. number or at the top center of the tariff sheet.

(b) Each utility shall designate its first rate book as M.P.S.C. No. 1. Unless the commission directs otherwise, each utility issuing a complete new rate book shall assign the next serial M.P.S.C. number to the reissue.

(c) If a utility changes its name, its new rate book shall be M.P.S.C. No.1.

(3) Original tariff sheet markings. Utilities shall mark "Original Sheet No." in the upper right-hand corner of each original tariff sheet.

(4) Revised sheet markings. Utilities shall mark a revised sheet in the upper right-hand corner with the serial number of the revised tariff sheet and the number or numbers of the sheet or sheets that the revised sheet replaces, for example,

First revised sheet No. 5.1

Cancels original sheet No. 5.1

(5) Issue markings. Utilities shall mark all of the following information in the lower left-hand corner of every tariff sheet:

- (a) The issue date.
- (b) The utility issuing officer's name and title.
- (c) The city and state of the utility's main office.

(6) Effective date. Utilities shall mark the effective date in the lower right-hand corner of every tariff sheet containing a rate schedule, rider, or rule and regulation, for example, Effective for service rendered on and after January 1, 2006. Effective for bills rendered on and after January 1, 2006.

(7) Commission approval. Utilities shall mark every tariff sheet containing rate schedules, riders, or rules and regulations approved by commission order in the lower right-hand corner as shown:

Issued under authority of the Michigan Public Service Commission,
dated.....in Case No.

(8) Change markings. Each utility shall use a system for marking revised tariff sheets so that the nature and extent of changes to rate schedules, rules, or regulations are readily apparent. When the utility creates an entirely new "original" tariff sheet

for a new rate schedule, rider, or rules and regulations, all prior change markings may be dropped.

History: 1981 AACCS; 2007 AACCS.

R 460.2024 Description of individual sheets and sections.

Rule 24. (1) Title sheet. The title sheet shall be the first numbered page (tariff sheet number 1 of the rate book and shall be marked as specified in R 460.2023.

(2) Index. The rate book shall contain an index listing the number and/or letter and title of every rate schedule, rider, or rule and regulation in the rate book. Unless the commission staff allows otherwise, the index shall be amended whenever any change or addition is made in the rate book.

(3) Table of contents-checklist. Each rate book shall include a table of contents-checklist that lists, in sequential order, each tariff sheet, the revision, and the effective date or cancellation date. Unless the commission staff allows otherwise, the table of contents-checklist shall be amended whenever any change or addition is made in the rate book.

(4) Description of territory served. Each rate book shall include a list of the cities, villages, townships, and counties receiving services controlled by the rate book. If available, a map of the territory served shall also be included (on 8-1/2 by 11-inch page(s).

(5) Index of cities, villages, townships, and counties served and applicable rate schedules. If the utility rates vary by location within the utility's service territory, then each utility rate book shall contain an index showing the cities, villages, townships, and counties served and the rate schedules that apply to each. If the utility rate schedules are uniform throughout the utility's service territory and each rate schedule clearly indicates that uniformity, this section may be omitted.

(6) Technical terms and abbreviations. Each rate book shall include a glossary giving complete concise definitions of terms of art, technical and special terms, acronyms, abbreviations, and reference marks used in the rate schedules, riders, or rules and regulations.

(7) Miscellaneous. Each rate book shall include a section for general information not suitable for the other sections. For example, if rates in certain cities, villages, townships, and counties are governed by franchise, permits, or agreements, then those agreements shall be described in this section.

(8) Rules and regulations. Each rate book shall include an index listing all the commission-issued administrative rules that apply to the utility, which shall be incorporated into the utility rate book by reference in this index. Each rate book shall also include an index to and a copy of any utility-issued rules and regulations that supplement or modify the application of the commission's administrative rules to a customer. Each utility-issued rule and regulation shall be assigned a title and a unique reference letter or number. The 2 indices may be combined. Both indices shall clearly indicate any rate schedules to which a listed rule and regulation does not apply.

(9) Rate schedules. Except for special contract rates (see R 460.2031), all rate schedules shall be placed in and made a part of the rate book and organized as follows:

(a) Rate schedules shall be placed in the following sequence:

(i) Rate schedules for residential (domestic) service.

(ii) Rate schedules for rural service.

(iii) Rate schedules for commercial service.

(iv) Rate schedules for industrial service.

(v) Rate schedules for municipal service.

(vi) Rate schedules for general availability, miscellaneous, or special services.

(b) Only 1 rate schedule shall be placed on a single tariff sheet. If an individual rate schedule requires more than one sheet, sheets that are continued shall be marked "continued to sheet No. . . ." at the bottom. Sheets that continue from a prior page shall be marked "continued from sheet No. . . ." at the top below the tariff sheet heading.

(c) As applicable, the following information shall be shown with every rate schedule:

(i) Who may take or use the service.

(ii) The territory where the rate is applicable unless the rate is open to all territories served by the utility.

(iii) Hours service is available unless the service schedules are the same as stated elsewhere in the rate book.

(iv) Character of service, such as continuous, limited, or standby. Unless stated elsewhere in the rate book, each rate schedule shall display the current characteristics for electric service or the heating value for gas service for the entire territory served.

(v) Rate or rates.

(vi) Discount or other terms of payment.

(vii) Minimum charge.

(viii) The term and form of the contract used or a statement that no contract is required.

(ix) The number and titles of any special rules or regulations in the rate book that apply to the rate schedules if those rules or regulations are not printed on the rate schedule tariff sheet.

(d) Cancellations. All of the following shall apply:

(i) Where the rate schedule is to be cancelled, the rate schedule tariff sheet or sheets shall be replaced with a revised tariff sheet, numbered according to R 460.2023(4), that states "This sheet has been cancelled and is reserved for future use."

(ii) If several consecutive tariff sheets are to be cancelled, the sheets may be replaced with 1 revised tariff sheet that lists the numbers of the cancelled sheets and the revised number of each sheet on the page and that states "These sheets have been cancelled and are reserved for future use."

(iii) When any tariff sheet is cancelled, the table of contents-checklist shall be updated to show the cancelled page or pages.

(e) Standard customer forms index. All of the following shall apply:

(i) Each utility shall submit a listing, by number, title, and revision date, of all standard forms in any format (preprinted or electronically preformatted) that the utility uses to document contracts or other agreements that create or alter a customer's rights or responsibilities in dealings with the utility.

(ii) Utilities shall give each standard form a unique reference number.

(iii) Each utility shall maintain and make available to the commission a link to an electronic copy of all standard customer service forms.

History: 1981 AACCS; 2007 AACCS.

PART 3. SPECIAL CONTRACTS

R 460.2031 Filing special contracts.

Rule 31. (1) When a utility enters into a special contract to provide service in a manner or at a rate not specifically covered by its filed rate schedules or rules and regulations, the utility shall file an application for approval of the special contract with the commission.

(2) If the commission specifies any modifications to the proposed special contract with its approval order, then within 30 days, the utility shall file a copy of the executed special contract, modified as required by the commission's order.

History: 1981 AACCS; 2007 AACCS.