

**Municipal Utility Reporting Requirements Calendar:
State and Federal**

| Month | Name | Filed By | Agency | Deadline | Description | Link/Notes |
|-------|---|--|------------------------------------|--|--|---|
| Misc. | Electric Utility Service Area Map Changes | All electric utilities | PUC | When boundaries change or service by exception arrangements change | Notice to PUC to change official state EUSA map | PUC Checklist |
| | Qualifying Facilities | All electric utilities | File with utility's governing body | Annually, set in local rules | Summary data on solar and wind facilities in service area | See MMUA model policy & rules |
| | Cogeneration & Small Power Production | All electric utilities | File with utility's governing body | Annually, set in local rules | "Average retail utility energy rates" by customer class and wholesale energy rates | See MMUA model cogen tariff filing |
| | Discharge Monitoring Report | NPDES/SDS permit holders | MPCA | Monthly | Monitor results from limits and requirements set forth in NPDES/SDS permits | DMR Report |
| | Wastewater Infrastructure Needs Survey | Communities with NPDES/SDS permits | MPCA | Every two years | Wastewater treatment upgrade and construction projects and estimated costs | Survey invitations sent by MPCA |
| | Incident Notification | Gas distribution and transmission system operators | PHMSA | Within 1 hour after confirmation; Follow up within 48 hours and 30 days | Certain releases of natural, petroleum or refrigerant gases | 1-800-424-8802; PHMSA incident reporting |
| | Reportable Event Notification | Natural gas pipeline operators | MNOPS | "Promptly" | Certain releases of natural gas | 1-800-422-0798 |
| | Safety Related Conditions Report | | | | | |

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| | Cybersecurity Event(?) | | | | | |
| January | Annual Compliance Certification Report | Utilities with air permits | MPCA | January 30 annually, if required by permit | Report of facility's compliance status for previous calendar year | Form CR-04 |
| | Excess Emissions Reports | Utilities with air permits | MPCA | January 30, if required by permit | Excess stack emissions recorded by CEMS and/or COMS | Form DRF-1 |
| | Semi-Annual Deviations Report | Utilities with air permits | MPCA | January 30 semi-annually, if required by permit | Deviations of permitted operating conditions whether recorded periodically or continuously, and/or potential excess emissions identified through recordkeeping | Form DRF-2 |
| | Quarterly Utility Damage Survey | Intrastate pipeline operators (mandatory), other utilities (voluntary) | MNOPS | January 30 | Damage to underground utility facilities caused by mechanized and non-mechanized excavators. | Quarterly Utility Damage Survey Form |
| | Significant Industrial User Report | Public wastewater systems with one or more SIUs | MPCA | January 31 | Characterization of discharge from SIU, local limits and monitoring data | SIU Reporting Forms |
| February | Land Application for Spray Irrigation | Wastewater facilities (permit holders) that apply nonhazardous liquid waste to the land | MPCA | February 1 or see permit | Describes irrigation spraying, cropping, monitoring and analysis | Items to report are detailed in individual permits |
| | Pipeline Facility Billing Information | Operators of natural gas and hazardous liquid pipelines | MNOPS | February 14 | Pipeline length, number of customers, and contact information for payments by customers and to MNOPS | Pipeline Billing Information Form |

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| | Power Plant Operations Report | Existing or planned plants of 1 MW or more | DOE | February 15* (*varies somewhat) | Data on electric power generation, energy source consumption, end of reporting period fossil fuel stocks, as well as the quality and cost of fossil fuel receipts. | Form EIA-923 & Instructions |
| | Electric Generator Report | Existing and planned plants of 1 MW or more | DOE | February 26*, (*varies somewhat) | Data on the status of electric generating plants. | Form EIA-860 & Instructions |
| March | EPCRA Tier I or Tier II Report | Employers who store hazardous chemicals in amounts above a certain threshold in the workplace | EPA | March 1 | Hazardous chemical inventory and facility information | EPA Form R |
| | Distributed Generation Interconnection | All electric utilities | PUC | March 1 | Existing customer solar and wind interconnections and applications,. for the preceding calendar year | DER spreadsheets |
| | Annual Report of Natural and Supplemental Gas Supply and Disposition | Natural gas distribution utilities and others | DOE | March 1 | Data on gas supplies, disposition, and certain revenues. | Form EIA-176 online reporting instructions |
| | Annual Report for Calendar Year Gas Distribution System | Operators of gas pipeline distribution systems and related facilities | PHMSA under USDOT | March 15 | Annual pipeline summary data | PHMSA Form F7100.1-1 online reporting instructions |
| April | Safety Report | All electric utilities | MPUC | April 1 | Summary of all reports filed with OSHA and DOLI and descriptions of injuries and damage during the last calendar year | Stat. 216B.029 Rules Ch.7826 |
| | Reliability Report | All electric utilities | MPUC | April 1 | SAIDI, SAIFI, CAIDI and other information on reliability performance during the last calendar year | Stat. 216B.029 Rules Ch.7826 |
| | Service Quality Report | All electric utilities | MPUC | April 1 | Service quality performance during the last year | Stat. 216B.029 Rules Ch.7826 |

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| | Annual Transmission Planning and Evaluation Report | Each transmitting utility that operates integrated transmission system facilities that are rated at or above 100 kV. | FERC | April 1 | Base case power flow data, transmission system maps and diagrams, transmission planning reliability criteria, transmission planning assessment practices, and evaluation of anticipated system performance. | FERC Form 715 filing instructions |
| | Air Emissions Inventory | Utilities with air permits | MPCA | April 1 | Amounts of criteria air pollutants, greenhouse gases and mercury | Various PCA forms |
| | Excess Emissions Reports | Utilities with air permits | MPCA | April 30, if required by permit | Excess stack emissions recorded by CEMS and/or COMS | Form DRF-1 |
| | Semi-Annual Deviations Report | Utilities with air permits | MPCA | April 30, if required by permit | Deviations of permitted operating conditions and/or potential excess emissions | Form DRF-2 |
| | Quarterly Utility Damage Survey | Intrastate pipeline operators (mandatory), other utilities (voluntary) | MNOPS | April 30 | Damage to underground utility facilities caused by mechanized and non-mechanized excavators. | Quarterly Utility Damage Survey Form |
| | Electric Power Industry Report | All entities involved in electric generation, transmission, or distribution that do not qualify to file EIA- 861S (see below) | DOE | April 30 | Data on peak load, generation, electric purchases, sales, revenues, customer counts, energy efficiency, demand response, net metering, distributed generation capacity, system interruption, etc. | Form EIA-861 & Instructions |
| | Electric Power Industry Report Short Form | All electric utilities with annual retail sales in the prior year of 200,000 megawatt-hours or less | DOE | April 30 | Data on sales, revenue, customer counts, etc. | Form EIA-861S & Instructions |
| May | Annual Report of Natural Gas Transactions | Natural gas utilities with purchases or sales equal to or greater than 2.2 trillion BTUs | FERC | May 1 | Information regarding physical natural gas transactions. | FERC Form 552 |

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| June | Conservation Improvement Program Planning & Performance Report | <ul style="list-style-type: none"> ▪ Electric utilities with >1,000 retail customers ▪ Gas utilities with > 1 billion ft³ of annual throughput to retail customers | DER | “Early June” - DER | Previous calendar year CIP results and plan for next calendar year | DER Guidance |
| July | Consumer Confidence Report | Public water suppliers | MDH | Publish by July 1 | Annual water quality results | See April email from MDH |
| | Renewable Energy Certificate Retirement | Utilities subject to the RES | PUC | June 1 | RES compliance verification | DER template |
| | Energy Information | All electric utilities | DER | July 1 | Data to identify emerging energy trends based on supply and demand, conservation and public health and safety factors, and to determine the level of statewide and service area needs | DER spreadsheets |
| | Natural Gas Utility Data | All natural gas utilities | DER | July 1 | Data to identify emerging energy trends based on supply and demand, conservation and public health and safety factors, and to determine the level of statewide and service area needs | DER spreadsheets |
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| October | Excess Emissions Reports | Utilities with air permits | MPCA | October 30, if required by permit | Excess stack emissions recorded by CEMS and/or COMS | Form DRF-1 |

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| | Quarterly Utility Damage Survey | Intrastate pipeline operators (mandatory), other utilities (voluntary) | MNOPS | October 30 | Damage to underground utility facilities caused by mechanized and non-mechanized excavators. | Quarterly Utility Damage Survey Form |
| December | Biosolids Annual Report | Public wastewater facilities that produce biosolids | MPCA | December 31 | Quantities and disposition of biosolids produced by facility | Form wq-bios7-02 |