

CASE CODE SYSTEM

Cases to be dealt with by the Public Service Commission are filed in the Executive Secretary's Office and are identified by a four element coding system. The coding elements are: the year in which the case was filed, the sequence of the filing, the utility code, and the purpose code. The utility code indicates the type of utility involved in the case and the purpose code indicates the reason for which the case has been brought before the Commission. For example, a water utility applying for a certificate of convenience and necessity would be coded as follows:

14	0001	W	CN
Year	Sequence	Utility	Purpose

The following tabulation defines utility and purpose codes currently being used. The purpose codes are listed alphabetically by title with definition and codes.

Utility Designations:

C	-	Cellular
COAL	-	Regulated by <u>Coal Rules</u>
CTV	-	Cable TV
E	-	Electric
EG	-	Electric and Gas
EGSTW	-	Show Cause Group
EW	-	Electric and Water
G	-	Gas
GT	-	Gas Transportation
GP	-	Gas Pooler
MC	-	Motor Carrier
PSD	-	Public Service Sewer District
PSWD	-	Public Service Sewer and Water District
PWD	-	Public Service Water District
RR	-	RailRoad
S	-	Sewer
SWF	-	Solid Waste Facility
SWFMC	-	Solid Waste Facility and Motor Carrier
SWU	-	Storm Water Utility
T	-	Telephone
W	-	Water
WS	-	Water and Sewer

Case Types (NON-Motor Carrier Cases)

ACN	-	Certificate of Convenience and Necessity - Administrative
BRCN-	-	Certificate of Convenience and Necessity - Base rate
C	-	Formal Complaint
CN	-	Certificate of Convenience and Necessity
CP	-	Electric Utilities - compliance plan submitted under the Alternative and Renewable Energy Portfolio Standard Act
CS-CN	-	Certificate of Convenience and Necessity. Siting Certificate - as exempt wholesale generators and for certain electric generating facilities.
CS	-	EWG siting cases where a transmission line of less than 200 kv is proposed, the CN designation is not used by the Commission. By Commission Rules, a transmission line of less than 200 kv is considered integral to the project and is called a "transmission support line".
D	-	Depreciation
ECN	-	Emergency Certificate of Convenience and Necessity
FA	-	Franchise Authority
GI	-	General Investigation
GO	-	General Order
GPC	-	Gas Pooler Certification
MA	-	Municipal Appeal - Ordinance adopted increasing rates (W/S/WS only)
MAR	-	Municipal Appeal Effective by Ordinance
NC	-	Name Change
P	-	Petition
PC	-	Petition for Consent and Approval
PP	-	Purchased Power
PW	-	Petition for Waiver
PWR	-	Petition for Waiver to Immediately Implement Rate Increase
R	-	Rate change CTV only
SC	-	Show Cause Investigation into Failure to file Annual Reports
SCN	-	Certificate of Convenience and Necessity - Stimulus funded (W/S/WS only)
T	-	Tariff Filing
X	-	Abandon service; revoke certificate; and, withdraw certificate
19A	-	Application to Increase Rates (Small Utilities)
19R	-	Application to Increase Rates (effective immediately)
30B	-	Application to Pass through Rates and Charges
30C	-	Application to Adjust Rates
30D	-	Application to Change Rates
30F	-	Water Rate Change (Not in Use)
42A	-	Application to Increase Rates (no effective date)
42R	-	Application to Increase Rates (effective date of filing)

42T - Application to Increase Rates and Charges (with effective date)

Non-Formal Case Types

ASMR - Annual Statistical Meter Report
CCA - County Commission Action
CMRS - Commercial Mobile Radio Service Provider
EARR - Electric Annual Reliability Report
GSO - Gas Service Interruption Report
GSR - Gas Special Report
MER - Electric Major Event Report
NMAR - Net Metering Annual Report
NOI - Notice of Intent
ORD - Ordinance
ORDU - Ordinance of unregulated utility
RESU - Resolution of unregulated utility
R39 - Special Contract
TAF - Wireless Tower Access Assistance Fund Grant Application
TSSR - Telephone Service Standard Report
WCM - Water Conservation Filing

Case Types - Motor Carrier

A - Application
AC - Amendment of Certificate
AP - Amendment of Permit
C - Common Carrier Certificate
CC - Permit Application
FC - Formal Complaint
GI - General Investigation
MC GO - General Order
M - Revocation of Certificate
NC - Name Change
P - Petition
PC - Petition for Consent and Approval
PT - Petition with Tariff
PW - Petition for Waiver
R - Reinstatement and Resumption of Operations
SC - Show Cause

SP	-	Surcharge Petition
T	-	Tariff
TC	-	Transfer of Certificate
TOW	-	3rd Party Tow Rate Increase or Decrease
TP	-	Transfer of Permit
X	-	Cancel Certificate
19A	-	Application to Increase Rates
30E	-	Emergency Rate Increase (concerning tip fees at landfills)
42A	-	Application to Increase Rates
42T	-	Application to Increase Rates (with effective date)

Case Types - Coal

D	-	Driver
NOV	-	Notice of Violation
O	-	Owner
PW	-	Petition for Waiver
R	-	Receiver
S	-	Shipper

Case Type Definitions

Utility (u); Motor Carrier (mc); Coal (c)

19A (u, mc)- Application to Increase Rates (small utilities). Shortened procedure for small utilities and motor carriers for making application for changing rates. A small utility having gross revenues of less than \$1,000,000.00 annually and motor carriers having gross revenues of less than \$1,000,000.00 annually may apply in this manner.

19R (u)- Application to Increase Rates.

30B (u)- Application to “pass through” Rates and Charges. Accelerated procedure used by gas, electric, and water utilities because of increase or decrease in purchased gas costs, purchased electric costs; and purchased water costs.

30C (u)- Application to adjust purchased gas costs. Procedure whereby gas utilities can recover purchased gas costs through the purchased gas adjustment.

30D (u)- Application to “pass through” purchased electric power costs. Procedure whereby non-generating electric utilities may obtain interim rate adjustments

to reflect changes in the fuel cost portion of their purchased power costs.

- 30E (mc)- Emergency Rate Increase. Application for an emergency rate increase for solid waste haulers - concerning tip fees at landfills.
- 30F (u)- Rate Increase. Procedure which complies with the Safe Drinking Water Act for an increase in water rates, qualified pursuant to Tariff Rule 19-A or serves 3,300 or fewer people.
- 42A (u, mc)- Rate Increase. Application to change or alter rates, accompanied by Rule 42 accounting data.
- 42R (u)- Application to Increase Rates. GO 183.07 (issued May 19, 2014) In the 2014 Regular Session of the Legislature, House Bill 4601 was passed to go into effect June 6, 2014. The new statutory language makes substantive changes to prior law, Qualifying public service districts and municipal utilities that file rates that increase gross revenues by twenty-five percent or less, may place filed rate increases into effect upon the day they are filed with the Commission (public service districts)...
- 42T (u, mc)- Application to Increase Rates and Charges. Tariff filed with the Commission, bearing an effective date of usually 30 days thereafter, accompanied by Rule 42 accounting data.
- AC (mc)- Amend Certificate. Application to amend an existing certificate concerning motor carriers.
- ACN (u)- CON. Application for a certificate of convenience and necessity to certificate utility. This case designation is for administrative purposes only. A 30 day pre-notice is required under *West Virginia Code*. (270 statutory due date)
- AP (mc)- Amend Permit. Application to amend an existing permit concerning motor carriers.
- ASMR(e,g)- Annual Statistical Meter Report
- BRCN (u)- CON. Application for a Certificate of convenience and necessity which includes a base rate adjustment. A 30 day pre-notice is required under *West Virginia Code*. (270 statutory due date)

- C (mc)- Certificate. Application to any persons or corporations wanting to operate as a common carrier for hire.
- C (u) - Utility Formal Complaint. Any person, firm, association of persons, public officer, public or private corporation, municipality or county may complain to the Commission of anything done or omitted to be done by any public utility or motor carrier in violation of any of the provisions of the Public Service Commission law of the State of West Virginia.
- CC (mc)- Motor Carrier Permit. Application to any person or corporations wanting to enter into a contract with any corporation or business as a common carrier for hire.
- CCA - County Commission Action.
- CN (u)- CON. A public utility desiring to construct any plant, equipment, property, or facility for furnishing public utility service, or to obtain any franchise must file an application for a certificate that public convenience and necessity require such construction, etc. A 30 day pre-notice is required under *West Virginia Code*.
- CMRS- Commercial Mobile Radio Service Provider registration form. §150-25-9.1. and 9.2 requires each Commercial Mobile Radio Service (CMRS) provider, or any reseller of any commercial mobile radio service, which has received FCC authority to serve any area within the State of West Virginia to register with the Commission even if the CMRS provider is not actually providing service in any part of West Virginia. CMRS providers shall register within thirty (30) calendar days of receiving FCC authority to operate in West Virginia. §150-25-9.3 states that such registration shall be filed with the Commission's Executive Secretary.
- CP (u)- Electric Utilities - Compliance plan submitted under the Alternative and Renewable Energy Portfolio Standard Act, *West Virginia Code* §24-2F-1.
- CS (u)- EWG siting cases where a transmission line of less than 200 kv is proposed, the CN designation is not used by the Commission. By Commission Rules, a transmission line of less than 200 kv is considered integral to the project and is called a "transmission support line".

- CS-CN (u)- CON. Siting certificates or material modification certificates for facilities operated as exempt wholesale generators pursuant to Federal Law and for certain electric generating facilities. (24-2-11a (high voltage CON) – project less than \$50 Million, filing +270. Project greater than \$50 million, filing + 400. Order must issue within 90 days of hearing, if hearing held. Order must issued within 60 days of filing, if no hearing requested or held)
EWG siting certificates (24-2-11c(b)) – filing + 300 days
- CTV (u)- Cable Television. House Bill 2453 passed March 13, 1999, and effective June 11, 1999, authorizes the PSC to adopt rules concerning cable television. In §24D-1-23(b) the bill states: “The rules and regulations promulgated by the cable advisory board pursuant to repealed §5-18-1 and in effect on December 31, 1997, shall remain in effect and hereby become the rules and regulations of the Commission.”
- D (u) - Depreciation. A filing made by any public utility desiring to change its depreciation rates. Filing must be made at least 60 days prior to the last day of the month in which the accounts for which the effect of such change is first recorded.
- D (c) - Operator - the person **driving** a commercial motor vehicle transporting coal on any public highway of this state.
- EARR- Electric Annual Reliability Report. Each electric utility shall submit annual reliability reports to the Commission no later than **May 1st** of each year (beginning 2012), for the preceding calendar year.
- ECN(u)- CON. Emergency Certificate of Convenience and Necessity. *West Virginia Code* §31-15A-8 provides that certain emergency projects will be exempt from the Public Service Commission certification of public convenience and necessity requirements or will be processed under an expedited time limit of 120 days. *West Virginia Code* §31-15A-8 defines an emergency project as a project which the Infrastructure Council has determined (i) is essential to the immediate economic development of an area of the state and (ii) will not likely be developed in that area if construction of the project is not commenced immediately. These projects will also be listed on the Commission's Docket Summary of Certificate Filings reflecting the 120-day date. The case filing will be distributed promptly to the affected divisions.
- FC (mc)- Formal Complaint: Any person, firm, association of persons, public officer, public or private corporation, municipality or county may complain to the

Commission of anything done or omitted to be done by any public utility or motor carrier in violation of any of the provisions of the Public Service Commission law of the State of West Virginia.

- GSO (u)- Gas Major Event Report. Significant interruption notification.
- GSR (u)- Gas Special Report. Gas Rules 2.1.3.c. Each utility shall submit to the Commission duplicate copies of routine reports made by it to the FERC pertaining to any phase of its business as a gas utility in West Virginia.
- GI (u, mc)- General Investigation. Proceeding upon the Commission's own motion.
- GO (u, mc)- General Order. When rules are proposed by the Commission, this proceeding is initiated. Proposed rules must be registered with the Secretary of State for inclusion in the State Register.
- GCN(u)- Gas Pooler Certification. GO 228 pooling rules for pipelines. Transportation Rules 9.3- must be certificated by the PSC- form to be provided. Certificate authorizing pool operation.
- M (mc)- Motor Carrier Revocation of Certificate. Proceeding usually initiated by the Commission for lack of payment of annual assessment fees.
- MA (u)- Municipal Appeal. An appeal to the Commission made by petition from at least 25% or more of the customers of a municipally operated public utility when the municipality increases utility rates and charges by municipal ordinance.
- MER- Electric Major Event Report. Significant interruption notification.
GO 259- In the Matter of the amendment of the Rules and Regulations for the Government of Electric Utilities, 150 C.S.R. 3, by the adoption of Electric Reliability Rules. Major Event pursuant to Rule 2.7.c.2 of the Commission's Rules for the Government of Electric Utilities
- NC (u, mc)- Name Change. Applications requiring consent and approval of name change.
- NMAR(u)- New Metering Annual Report. **GO 258** - In the matter of a General Investigation to adopt rules for net metering arrangements and interconnection pursuant to West Virginia House Bill 103, and House Bill 408, effective July 1, 2009: Alternative and Renewable Energy Portfolio Act, codified as W.Va. Code 524-2F-1 *et seq.*

- NOI (u)- Notice of Intent to file application for certificate of convenience and necessity or 42T application.
- NOV (c)- Notice of Violation. A written notice provided to the shipper, owner, and driver by letter, sent certified mail or personal service, informing them of the sanction to be imposed and their rights under West Virginia Code §17C-17A-9.
- O (c) - Vehicle Owner - the person who as owner or lessee of a commercial motor vehicle employs, contracts or otherwise directs a driver to operate that vehicle on a public highway of this state for the purpose of transporting coal.
- ORD (u)- Ordinance. Municipality rate change.
- ORDU (u)- Ordinance. Municipality rate change for unregulated rates by PSC for utilities under SB 234, West Virginia Code § 24-2-4b.
- P (u, mc)- Petition or Permission. Application to transfer stock or a corporation, permission to charge a surcharge for certain reasons, permission to change office hours, or has a general use.
- PC (u)- Petition for Consent and Approval. Petitions requiring consent of the Commission to enter into contracts between public utilities; for one utility to control or acquire property in another utility; when a utility desires to sell its franchises and permits and plant; merger or consolidation; purchase of stock or bonds by one utility in another utility; management contracts between utilities; exemption from the requirements of certain PSC laws; etc.
- PP (u)- Purchased Power
- PW (u)- Petition of Waiver. On November 7, 1980, the Commission promulgated rules and regulations governing the termination of electric and gas utility service in the State of West Virginia. These rules became effective January 6, 1981. Rule 4.8.1.a.A provides that utility services may not be terminated until person contact is made by the utility at least twenty-four (24) hours prior to the scheduled service termination. Rule 4.8.1.a.K provides that the Commission may waive the application of any of the provisions of the termination rule if demonstrated that the operation of any such provision will result in undue hardship to the utility or the customer.
- PW (mc, c)- Petition of Waiver. To waive a particular Rule.

- PWR (u)- Rates - Request for waiver of a statutory suspension period. GO 183.07 (issued May 19, 2014) In the 2014 Regular Session of the Legislature, House Bill 4601 was passed to go into effect June 6, 2014. The new statutory language makes substantive changes to prior law, Qualifying public service districts and municipal utilities that file rates that increase gross revenues by twenty-five percent or less, may place filed rate increases into effect upon the day they are filed with the Commission (public service districts), or upon the proposed effective date stated in the ordinance (municipalities). The law also allows public service districts and municipal utilities seeking rate increases higher than twenty-five percent to request a waiver of statutory suspension periods.
- R (u) - Rate change for Cable Television only.
- R (mc) - Reinstatement and resumption of operations.
- R (c) - Receiver - the person who accepts for unloading coal from any commercial motor vehicle that has operated on any public highway in this state.
- RESU (u)- Resolution. District or Cooperative rate change for unregulated rates by PSC for utilities under SB 234, West Virginia Code § 24-2-4b.
- R39 (u)- Special Rate Contract between utility and commercial/industrial customer.
- SC (u, mc)- Show Cause. A proceeding usually initiated by the Commission against a public utility when said utility has failed to comply with certain rules and regulations of the Commission.
- S (c) - Shipper - the person who loads coal or causes coal to be loaded into any commercial motor vehicle that will operate on any public highway in this state.
- SCN - April 09 - Newly-filed water or sewer applications for certificates of convenience and necessity where the funding is described at the time of the filing to be Stimulus Funding. To be processed as expeditiously as possible.
- SP (mc)- Surcharge Petition. Application for surcharge concerning garbage haulers.
- SWF (u)- Solid Waste Facilities. Solid waste facilities and solid waste haulers.
- SWFMC (u, mc)- Solid Waste Facility and Motor Carrier. Formal complaint which alleges both motor carrier and solid waste facility issues.

- SWU (u)- Storm Water Utility (GO 260). The stormwater utility is under an environmental obligation to manage, collect, convey, treat, or store stormwater in compliance with national and state stormwater requirements. Commission Order (issued May 6, 2014) On June 1, 2012, the Commission promulgated proposed rules for public service districts (PSDs) desiring to create stormwater utilities. These Stormwater Rules are necessary because amendments to W.Va. Code §16-13A-9 allow PSDs to create stormwater utilities. §150-36-1 Rules for the Government of Stormwater Utilities. Rules govern the operation and service of public service district stormwater utilities subject to the jurisdiction of the Public Service Commission. **Effective July 5, 2014.**
- T (u, mc)- Tariff Filing. Tariff filing usually for new services of a utility, not necessarily affecting rates and charges of the utility.
- TAF (c)- Wireless Tower Access Assistance Fund Grant Application.
- TC (mc)- Transfer Certificate. Application to transfer an existing certificate concerning motor carrier.
- TSSR – Telephone Service Standard Report. An annual requirement - the Report is required by 47 C.F.R. §54.313(i).
- TOW (mc)- 3rd Party Tow Rate Increase. Accelerated rate increase for wrecker companies concerning 3rd party tows.
- TP (mc)- Transfer Permit. Application to transfer an existing permit concerning motor carrier.
- WCM - Water Conservation Filing
- X (u) - Abandon Service; revoke certificate, withdraw certificate. Request by utility to discontinue service and withdraw certificate. Further, upon Commission's own motion to revoke certificate; to terminate service to a customer for non-payment of utility service.
- X (mc)- Suspension of service.