



# Public Service Commission of Wisconsin

Eric Callisto, Chairperson  
Mark Meyer, Commissioner  
Lauren Azar, Commissioner

610 North Whitney Way  
P.O. Box 7854  
Madison, WI 53707-7854

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May 19, 2010

Re: Electric Utility Reports (Wis. Admin. Code Chapter PSC 113)

5-GF-113

Reminder of PSC 113 Reporting Requirements

To All Wisconsin Electric Utilities

This letter is to remind you of the reporting requirements contained in Wis. Admin. Code ch. PSC 113. These reports should be filed using our agency's Electronic Regulatory Filing (ERF) system. Enclosed is a table outlining the various reports required with the applicable due dates, and respective staff contacts, should you have any questions.

All reports should be filed with the PSC in electronic form according to the instructions and guidelines found on the PSC's ERF web site at [http://psc.wi.gov/apps35/erf\\_public/Default.aspx](http://psc.wi.gov/apps35/erf_public/Default.aspx).

**Note: All Wis. Admin. Code ch. PSC 113 reports should be filed under the docket number 5-GF-113, with the subject box indicating the subsections of ch. PSC 113 the report falls under.**

If you have general questions about the process of electronic filing or instructions on formatting, etc., please contact our Records Management Unit by telephone at (608) 261-8524 or by e-mail at [pscsecs@wisconsin.gov](mailto:pscsecs@wisconsin.gov).

Thank you in advance for promptly filing these required Wis. Admin. Code ch. PSC 113 reports using the ERF system.

Sincerely,

Scot Cullen, P.E.  
Chief Engineer  
Gas and Energy Division

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cc: David Benforado, MEUW

## Municipal Electric Utility Report Master List

DUE DATE	REPORT	State Statutes/Code	Agency-Contact	MEUW REM
Posted by Feb. 1; Reported by Mar. 1	<b>Summary of Work Related Injuries and Illnesses Report (SBD 10710)</b>	SS 101.055(7) (a)	Dept. of Safety and Professionals	Jan. 1
Mar. 1	<b>Municipal Light, Heat and Power Company's Annual Report for License Fee Purposes</b>	SS 76.28	Department of Revenue	Jan. 15
Apr. 1	<b>Meter-related refunds and charges</b>	PSC 113.0924	PSC-Terri Kosobucki terri.kosobucki@wisconsin.gov (608) 267-3595	Mar. 1
Apr. 1	<b>Annual Report</b>	SS 196.07	PSC ERF System filing	N/A
Apr. 15	<b>Renewable Portfolio Standard Compliance</b>	SS 196.378(2)(c)	PSC Deborah Erwin (608) 266-3905 deborah.erwin@wisconsin.gov	Mar. 1
May 1	<b>Commitment to Community Report</b>	SS 196.374(7)(e)	PSC-Carol Stemrich 608-266-8174 carol.stemrich@wisconsin.gov	Mar. 15
Nov. 15; weekly thereafter	<b>Remaining disconnections</b>	PSC 113.0303(2)	PSC-Jane Zemlicka jane.zemlicka@wisconsin.gov (608) 267-9814	N/A
By 3:30 pm, day of occurrence	<b>Notification of each cold weather disconnection</b>	PSC 113.0304(12)	PSC-Jane Zemlicka jane.zemlicka@wisconsin.gov (608) 267-9814	N/A
Following Event	<b>Interruptions of service</b>	PSC 113.0606	PSC-Mohammed Monawer mohammed.monawer@wisconsin.gov (608) 266-3900	N/A
On or before May 1 (odd # years)	<b>Preventative Maintenance Plan Report</b>	PSC 113.0607(2.b.6)	PSC-Jim Lepinski jim.lepinski@wisconsin.gov 608-266-0478	Dec. 15
As directed by the PSC	<b>Customer Satisfaction Survey</b>	PSC 113.0609	PSC-Daniel Sage daniel.sage@wisconsin.gov (608) 267-9486	N/A
Following Event	<b>Notification of accidents</b>	PSC 104.05	PSC-Electric Division	N/A
Every four years until completely retired and removed from service	<b>Inventory of copperweld conductors</b>	PSC 113.0615	PSC-Mark Cook mark.cook@wisconsin.gov (608) 267-6718	N/A