

Electric Standard Offer Program

Procedure No. 360-13

Standard Offer Monthly Billing Statement Requirements

1. Purpose:

This procedure describes the items that Public Service Electric and Gas (PSE&G) has found are necessary in order to process Standard Offer Monthly Billing Statements efficiently and accurately.

2. Description:

Standard Offer Monthly Billing Statements have three primary components; the Invoice, the Measurement and Verification Raw Data Summary Report, and the Billing file or Raw Data file (on 3.5 diskette). All three of these items must be submitted with each Monthly Billing Statement. PSE&G will notify the Seller if additional information is required for their project's energy savings verification.

PSE&G has developed the following guidelines to assist the Seller in setting up their Monthly Billing Statement. The guidelines list the information that is required in order for PSE&G to verify the projects energy savings efficiently and accurately.

Monthly Billing Statement Requirements

- [Invoice](#)
- [Measurement and Verification Raw Data Report](#)
- [Billing File \(Raw Data File on disk\)](#)

PSE&G contends that absent these basic items, the Monthly Billing Statement is not properly submitted. Improperly submitted statements will be returned accompanied with a statement as to why the Monthly Billing Statement is improper. Section IV "Billing and Payment", in the Agreement states that "If PSE&G objects to any Monthly Billing Statement, PSE&G Shall give written notice of such objection to Seller within such thirty (30) day period".

3. Seller Responsibilities:

The Seller will submit a Monthly Billing Statement for energy savings achieved at the Host Facilities starting from the Date of Commercial Operation.

All energy savings that are listed on the Invoice must be based on a site-specific Monitoring and Verification plan that is in compliance with the Board Approved Measurement and Verification Protocols. The Monthly Billing Statement must also be accompanied by the supporting backup documentation that is required for PSE&G to verify the energy savings.

4. PSE&G Responsibilities:

PSE&G will review the Seller’s Monthly Billing Statement to ensure that the necessary information has been provided.

PSE&G will verify the reported energy savings pursuant to the Board Approved Measurement and Verification Protocols.

Monthly Billing Statements that list energy savings that cannot be verified and/or are improper will be returned to the Seller. PSE&G will provide a written detailed explanation for returning Monthly Billing Statements.

5. References:

Standard Offer II

Article I Definitions

“Monthly Billing Statement” means the Monthly Billing Statement as described in Article IV hereof.

Article IV Billing and Payment

Following the Date of Commercial Operation of Host Facilities, Seller shall present to PSE&G a Monthly Billing Statement showing by Host Facility the Energy Savings in kilowatt-hours (for all time periods), the billing rate per kilowatt-hour as set forth in Price Tables 1, 2, 5 or 6 of the Standard Offer, the time period (nominally one month) of Energy Savings and the total amount of payment due from PSE&G subject to verification by PSE&G. The Energy Savings in kilowatt-hours shall be determined in accordance with a Board-approved Measurement and Verification Protocol which is included in Appendix A (Project Proposal) of this Agreement and made a part hereof.

“If PSE&G objects to any Monthly Billing Statement, PSE&G Shall give written notice of such objection to Seller within such thirty (30) day period”.

Approved By: _____

Date: _____

Thirza Jacobus
Manager – Demand Side Management

Invoice Guidelines

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The Seller will submit a Monthly Billing Statement for energy savings achieved at the Host Facilities starting from the Date of Commercial Operation. One of the primary components that make up the Billing Statement is the Invoice. The invoice should show, by Host Facility, by measure, the calculated energy savings. Energy savings are to be based on actual monitoring data and Board approved Measurement and Verification Protocols. Host Facilities that contain multiple ESMs should list the savings for each ESM separately on the invoice. The following information must be present on each invoice that is submitted to PSE&G.

1. Host Facility Name (As submitted to PSE&G in the Project Proposal)
2. Project number
3. Name and address of the payee
4. Billing period that the invoice is for
5. kWh savings for each ESM by time bin (prime, on peak, off peak)
6. Rate per kWh for the billing period (from Standard Offer Price Tables)
7. Payment amount for each ESM
8. Total payment due by PSE&G to the Seller for all ESMs at the Host Facility.

PSE&G will not be able to process Monthly Billing Statements if the invoice sheet does not include all of the items listed above.

Measurement & Verification Raw Data Summary Report Guidelines

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The Measurement and Verification Raw Data Summary Report should provide the necessary backup documentation to support the kWh savings that are being reported on the invoice sheet. In general, the report should summarize the monitoring point data for the entire billing period. Below is a list of required items that must appear on the Report as well as several additional items that have been found to be of assistance.

Required Each Month – Lighting and Non-Lighting Projects:

1. Facility Name.
2. Billing Period – report start date to report end date, for billing month.
3. Monitoring Contractor Name – defined as the company that is retrieving the data & generating back-up reports.
4. Summarized Data by Point, by Time Period – Lighting & Non-Lighting.
5. Made-Up/Estimated Data – PSE&G requires an indication of the amount of Made-Up/Estimated data.

Required Each Month - Non- Lighting Projects (As Applicable):

1. Gas Heating Value – Btu/Cu Ft
2. HHV (Higher Heating Value) or LHV (Lower Heating Value) - Which ever is applicable to your ESM Equipment.
3. Monthly Gas Usage (Cubic Feet) – Required
4. Any facility specific information requested by PSE&G

Additional Useful Information:

1. Date when Report was generated
2. Facility ID Number
3. Listing of all Made-up Data for each monitoring point
4. Percentage (%) of data from monitoring system vs. made up data for billing period
5. Hours Recorder Box sustained Power Outage - 0.0 Hours (also, provide in percentage (%) of total interval time of month)
6. Project No.
7. Type of Energy Savings Measure – Ex. – FS Elec. DHW to NG
8. Type of Data Collected – Digital or Analog
9. Raw Data File Name
10. Energy Savings Calculation – Formulas Used
11. For Remote Access:
 - a) Remote Access Telephone Number and Code (Password, etc)
 - b) Recorder (Monitoring Box) ID number
 - c) Monitoring Equipment Manufacturer – Name, Model No. of Equipment.
 - d) Number of times per month Recorder Box transmits data to Monitoring Contractor and the percentage (%) of total interval time of Month.
12. Hours of Operation – Each End Use (ESM) - Other Inventory – Required.
13. Pulse Constant – Cu. Ft./Pulse
14. Efficiency of ESM

Billing File Guidelines

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The Billing File must be submitted on a 3.5 IBM formatted diskette with each Monthly Billing Statement. The data contained on the file should represent that actual raw data collected by the Seller's Monitoring and Verification system for the billing period. The Seller must notify PSE&G of any data that is listed on the Billing File that is not collected directly from the monitoring system. The diskette should be clearly labeled with the Project number, Host Facility Name, and the billing period. Multiple Billing Files may be save on one diskette provided that the file names are clearly identifiable with each Host Facility. PSE&G will not be able to process Monthly Billing Statements for Host Facilities who's Billing Files cannot be clearly identified.

Lighting:

Monitoring data for multiple Large I&C and New Construction Lighting facilities can be submitted on one file. Small I&C and Special Case monitoring data must each be submitted on separate files (multiple facilities may be listed on a file but Small I&C and Special Case facility data may not be combined). Large I&C, Small I&C, New Construction, and Special Case lighting Billing Files report the summarized run hours for each point for the billing period. The Billing Files for these projects must provide the following information in the correct format in order for PSE&G to be able to efficiently analyze the data and verify the energy savings.

1. The file type must be WK1
2. The Billing File that is provided with each Final Implementation Facility Letter must be used to enter the run hours and the Start and Stop date for each monitoring point.
3. The Billing File format must not be changed. PSE&G's automated system for analyzing billing data will not accept Billing Files that have been altered. While the first row may not be changed, the order that the subsequent rows appear in may be changed.
4. Each line in the Billing File must correspond to the monitoring points actual location.
5. The maximum run hours for the billing period needs to be entered for Exist signs since they are not monitored.

Non-lighting:

Non-lighting Billing Files are different than Lighting, New Construction Lighting, and Special Case files in that instead of data that is summarized over the entire billing period, the data is submitted in interval format for the entire billing period. Data that is collected in incremental intervals would report one line of data for each incremental interval over the entire month (intervals are not to exceed one hour). The Billing Files for non-lighting projects must provide the following information in the correct format in order for PSE&G to be able to efficiently analyze the data and verify the energy savings.

1. File types must be readable by industry standard database software. Examples are:
 - a. .XLS
 - b. .DBF
 - c. .WK1
2. The top row (row 1) must contain column headers with unique titles. Column headers must not be changed once they are submitted. PSE&G's automated system for analyzing the Billing File data will not accept files that have altered column headers.
3. Database column headers must begin in cell "A1"
4. Raw data must begin at cell "A2"
5. There must be contiguous cell entries in the first row, left to right from column "A" to the last column (no empty cells).
6. There must be contiguous cell entries in the first column, top to bottom, from row "1" down to the last row of data.
7. Raw data must be entered into the lower, right hand corner cell of the database. PSE&G's automated system for analyzing the Billing File data will not accept files that do not have data entered in this cell.
8. Date and Time values must be readable in Microsoft Excel Date and Time formats.
9. Preferred location for Date data column is column "A"
10. Preferred location for Time data column is column "B"
11. Inclusion of a specific column for "Facility ID" is recommended.
12. Column header for Date must be "DATE", "DATESTART", or "Start_Date".
13. Column header for Time must "TIME", "TIMESTART", or "Start_Time".

One additional note concerning Non-lighting projects Billing Files. If the data that the Seller is providing to PSE&G is not the actual data that is directly collected by the monitoring system such as milliamps or pulses, then the Seller will be responsible for providing PSE&G with any conversions, factors, or calculation that are used to convert the data to a different form prior to submitting it to PSE&G.

For example:

A Seller monitors pulses, and uses a factor of 50 CuFt/pulse to report CuFt to PSE&G in the Billing File. The Seller must notify PSE&G that a 50 CuFt/pulse factor is being used to report CuFt in the Billing File instead of pulses.

Non-lighting ESMs that rely on in house Energy Management Systems may require that specific billing file instructions be developed. PSE&G will work with the Seller to develop a site specific Billing File submittal that will enable PSE&G to be able to verify the energy savings accurately and efficiently.