

# PASR Reporting Instructions – CSV Format

Effective 12/5/2016

Comma Separated Value (CSV) files are first created in an Excel spreadsheet then saved as a CSV file type. All data entry is done in the Excel spreadsheet. Always make corrections in the original Excel file, then resave it as a .csv file.

Once a CSV file is saved, you will have two files – one with an .xls extension, the other with a .csv extension. If you need to view a .csv file, view it in a word processor such as WordPad. NEVER open or double-click the .csv file in Excel! If you open a .csv file in Excel, you will lose ALL of the formatting from the Excel file.

If you need assistance or sample files, please contact Lisa Reimer at 303-231-3544.

## A. Format Requirements

All record fields must comply with the following requirements:

1. The file name must end with a .csv extension.
2. Commas must separate all fields. Fields that are blank still require a comma to delimit their position. A comma is not required after the last field of a record.
3. Multiple documents can be present in a single file. Headers and Trailers separate the documents. (See examples below.)
4. Each document must begin with Record Type H1 and end with Record Type TR. The maximum number of combined L1 lines is listed in line sequential order, the maximum being 50,000 Type L1 lines in a single document.
5. All Record Types are required for each document. **Do not use blank lines between multiple documents in a single file.** Examples of Record Types used in multiple reports for a single file are shown below.

### First Example

Document 1	Record Type H1 – Header (one line)
	Record Type L1 – Detail
	Record Type T1 – Trailer (one line)

### Second Example

Document 1	Record Type H1 – Header (one line)
	Record Type L1 – Detail
	Record Type T1 – Trailer (one line)
Document 2	Record Type H1 – Header (one line)
	Record Type L1 – Detail
	Record Type T1 – Trailer (one line)

## B. Format Characteristics

# PASR Reporting Instructions – CSV Format

Effective 12/5/2016

1. In the Maximum Width column, “X” equates to alpha-numeric characters, and “9” equates to numeric digits. The number enclosed in parentheses ( ) is the number of characters/digits allowed for that specific field.
2. Numeric digits are represented by a “9” with the maximum number of characters in the field in parentheses, e.g., 9(9).
3. Use MMYYYY formatted as text for dates.
4. Do not use quotation marks (“ ”) or apostrophes (’).
5. Right justify numeric fields. Do NOT add leading zeros. Leading zeros will be added during the conversion process where needed.
6. When properly formatted, fields that have been defined as text will be automatically left justified. Text fields must be correctly formatted to account for legitimate leading zeros (e.g., Product Code must be “02” not “2”).
7. API Gravity should be reported with no decimals (e.g., 35.6 should be reported as 356).

## C. PASR CSV Record Layout

When working with the layout, regard each Record Type as an individual row of information. The Column field only indicates what column the data is entered in.

Column	Description	Max.	
A	Record type	X(2)	Complete with a literal “H1”
B	Document Type Code	X(4)	Complete with a literal “PASR”
C	Original, Modified, or Replacement Indicator	X(1)	Complete with a literal “O”, “M” or “R”
D	Production Month	X(6)	Complete using MMYYYY format (e.g., 012004)
E	API Gravity	9(2)V(1)	Complete with valid data or leave blank.
F	Btu Factor	9(4)	Complete with valid data or leave blank.
G	Operator Number	X(5)	Complete with valid data.
H	Operator Name	X(30)	Complete with valid data.
I	Operator Facility Name/ Location (Optional)	X(30)	Complete with valid data or leave blank.
J	Facility/Measurement Point Number	X(11)	Complete with valid data.
K	Output Facility/ Measurement Point Number	X(11)	Complete with valid data or leave blank.

## PASR Reporting Instructions – CSV Format

Effective 12/5/2016

Column	Description	Max. Width	Field Requirements
L	Sales Facility/ Measurement Point Number	X(11)	Complete with valid data or leave blank.
<b>Detail</b>			
A	Record Type	X(2)	Complete with a literal “L1”.
B	Line Number	9(4)	Complete with sequential line numbers. Right justify with leading zeros.
C	Action Code	X(1)	Complete with a literal “A” for Add or “D” for Delete.
D	Operator/Area/Block (Optional)	X(30)	Complete or leave blank.
E	Injector (O/G/B) (Optional)	X(1)	Complete or leave blank. If field is used, complete with a literal “O” for Oil, “G” for Gas, or “B” for Both.
F	Metering Point Number	X(11)	Complete with valid data or leave blank.
G	ONRR Lease/Agreement Number	X(11)	ONRR Lease Number: Complete with a valid ONRR-converted lease number consisting of 10 digits (a 3-digit prefix, 6-digit body, and 1-digit suffix). This field can accommodate 11 digits (including a 2-digit suffix for future needs). If a lease number has a single-digit suffix, left justify and fill with spaces. If using an ONRR Agreement Number, complete with a valid ONRR agreement number. This field accommodates 11 digits. An agreement number consists of three parts. Prefix = X(3) left-justified; body = X(6) right justified; suffix = X(2) left justified. All parts are upper case alpha/numeric.
H	Sales/Transfers Volume	9(9)	Complete with valid data or zero.
I	Other Sources Volume	9(9)	Complete with valid data or zero.
<b>Trailer</b>			
A	Record Type	X(2)	Complete with a literal “T1”
B	Contact Name	X(30)	Complete with valid data.
C	Phone Number	X(10)	Complete using 9999999999 format (e.g., 8005551234).
D	Phone Extension	X(5)	Complete or leave blank.
E	Authorization Date	X(8)	Complete using MMDDYYYY format (e.g., 01312004).

# PASR Reporting Instructions – CSV Format

Effective 12/5/2016

<b>Column</b>	<b>Description</b>	<b>Max. Width</b>	<b>Field Requirements</b>
F	Comments	X(60)	Complete or leave blank. If field is used, special characters must be isolated by spaces (e.g., 1A & 2A).