

## **OGOR Reporting Instructions – ASCII Format Effective 02/28/2018**

Text (.txt or .doc) files are first created in an Excel spreadsheet and then saved as a text file type. All data entry is done in the Excel spreadsheet. Once a text file is saved, you will have two files - one with an .xlsx extension, and the other with a .txt or .doc extension.

**NEVER open or double-click the .txt file in Excel!** If you open the .txt file in Excel, you will lose ALL of the formatting from the Excel file. Always make corrections in the original Excel file, and then resave it as a .txt file. If you need to view a .txt file, view it in a text reader, such as WordPad or Notepad.

If you need assistance or sample files, please contact the following:

### **Onshore Operators:**

**Ms. Lisa Reimer** at 214-640-9049 or at Lisa.Reimer@onrr.gov

### **Offshore Operators:**

**Mr. Michael Nestlehut** at 303-231-3581 (toll free 1-800-525-0309 ext. 13581), or at Michael.Nestlehut@onrr.gov

## **A. Format Requirements**

All record fields must comply with the following requirements:

1. The file name must end with a .doc or .txt extension.
2. All lines are 150 character fixed length.
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 a Record Type TR. The maximum number of combined LA, LB and LC lines is 50,000 per document.  
**Do not use blank lines between multiple documents in a single file.**
5. You must have at least one Record Type LA, LB or LC. The combination of Record Types you use depends on your particular reporting situation. (See Minerals Production Reporter Handbook, Rel 2.0 for more information.)

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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 LA - Detail  
Record Type LB – Detail  
Record Type LC – Detail  
Record Type T1 – Trailer (one line)  
Record Type T2 - Trailer (one line) (optional)  
Record Type T3 – Trailer (one line) (optional)  
Record Type TR – Trailer (one line)

**Second Example:**

DOCUMENT 1

Record Type H1 – Header (one line)  
Record Type LA - Detail  
Record Type LB – Detail  
Record Type LC – Detail  
Record Type T1 – Trailer (one line)  
Record Type T2 - Trailer (one line) (optional)  
Record Type T3 – Trailer (one line) (optional)

DOCUMENT 2

Record Type H1 – Header (one line)  
Record Type LA - Detail  
Record Type LB – Detail  
Record Type LC – Detail  
Record Type T1 – Trailer (one line)  
Record Type T2 - Trailer (one line) (optional)  
Record Type T3 – Trailer (one line) (optional)  
Record Type TR – Trailer (one line)

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### **B. Format Characteristics:**

1. It is recommended that before entering data, you format the entire blank Excel worksheet as text to reduce formatting errors.
2. 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.
3. Numeric fields are represented by a “9” with the maximum number of characters in the field, e.g., 9(9).
4. All numeric fields are unpacked. This means that numeric fields must be only one number per position. For example, if the field is eight numbers long, there are eight numbers (one per position).
5. No binary numeric fields or internal formats are allowed.
6. All numeric fields must be right justified. Blank spaces in numeric fields must be filled with zeros. No punctuation allowed in numeric fields.
7. Use MMYYYY format as text for Production dates and MMDDYYYY for Authorization dates. Dates require a 2-digit month and day. Be sure to add the leading zero where appropriate.
8. Alpha-numeric characters are left justified unless specifically instructed otherwise. 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”; Well Status Code must be “08” not “8”).
9. All signed fields must have the sign (+ or -) in the separate character position to the right of the field; that is, 000000022+ is 22, 000000022- is -22. All signed fields with a zero value must have the plus (+) sign in the separate character position.
10. API Gravity should be reported with no decimals (i.e. 35.6 should be reported as 356).
11. The OGOR-B (Record Type LB) line numbers will start with 2001 and OGOR-C (Record Type LC) line numbers will start with 3001.
12. If using a downloaded file previously sent from eCommerce, you will still need to ensure that formatting has been applied as outlined in this document.

### **C. Record Length and Blocking Factor:**

1. Physical record block size equals 3,000 bytes.
2. All records are fixed length.
3. Logical record length equals 150 bytes (all records).
4. Logical block size equals 20 logical records (3,000 bytes).

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**D. ASCII Record Layout**

| DESCRIPTION                                  | MAXIMUM WIDTH | POSITION | FIELD REQUIREMENTS  |
|--|---------------|----------|---|
| <b>HEADER</b>                                |               |          |   |
| RECORD TYPE                                  | X(2)          | 1-2      | Complete with a literal 'H1'  |
| DOCUMENT TYPE CODE                           | X(4)          | 3-6      | Complete with a literal 'OGOR'  |
| ORIGINAL, MODIFIED, OR REPLACEMENT INDICATOR | X(1)          | 7        | Complete with a literal 'O', 'M', or 'R'  |
| PRODUCTION MONTH                             | X(6)          | 8-13     | Complete using MMYYYY format (e.g., 012017)   |
| OPERATOR NUMBER                              | X(5)          | 14-18    | Complete with valid data  |
| OPERATOR NAME                                | X(30)         | 19-48    | Complete with valid data  |
| OPERATOR LEASE/AGREEMENT NUMBER              | X(20)         | 49-68    | Complete or leave blank   |
| OPERATOR LEASE/AGREEMENT NAME                | X(30)         | 69-98    | Complete or leave blank. If field is used, special characters must be isolated by spaces (e.g.,: 1A & 2A)   |
| MMS LEASE/ AGREEMENT NUMBER                  | X(11)         | 99-109   | Complete with valid data or leave blank. If using the ONRR lease number, complete with a valid ONRR-converted lease number consisting of 10 digits. The field can accommodate 11 digits (a 2-digit suffix for future needs). If 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. Agreement No. consists of three parts. Prefix = X (3) left justify; body. = X (6) right justify; suffix = X (2) left justify. All parts are upper case alpha/numeric. |
| AGENCY LEASE/ AGREEMENT NUMBER               | X(25)         | 110-134  | Complete with valid data or leave blank. If using the Agency lease number, complete with a valid Agency lease number. The field can accommodate 25 digits. If using an Agency agreement number, complete with a valid Agency agreement number. All parts are upper case alpha/numeric.  |
| FILLER                                       | X(16)         | 135-150  | Leave blank or spaces   |

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| DESCRIPTION                 | MAXIMUM WIDTH | POSITION | FIELD REQUIREMENTS   |
|-----------------------------|---------------|----------|--|
| <b>DETAIL RECORD A</b>      |               |          |  |
| RECORD TYPE                 | X(2)          | 1-2      | Complete with a literal 'LA'   |
| LINE NUMBER                 | 9(4)          | 3-6      | Complete with sequential line numbers beginning with line number 0001, using leading zeros   |
| ACTION CODE                 | X(1)          | 7        | Complete with a literal 'A' for Add or 'D' for Delete  |
| API WELL NUMBER             | X(12)         | 8-19     | Complete with valid data   |
| PRODUCING INTERVAL          | X(1)9(2)      | 20-22    | Complete with valid data   |
| OPERATOR WELL               | X(15)         | 23-37    | Complete or leave blank  |
| WELL STATUS CODE            | X(5)          | 38-42    | Complete with a valid code   |
| DAYS PRODUCED               | 9(2)          | 43-44    | Complete with valid data or leave blank  |
| OIL/CONDENSATE              | 9(9)-         | 45-53    | Complete with valid data or zeros  |
| GAS PRODUCTION QTY          | 9(9)-         | 54-62    | Complete with valid data or zeros  |
| WATER PRODUCTION QTY        | 9(9)-         | 63-71    | Complete with valid data or zeros  |
| INJECTED QTY                | 9(9)-         | 72-80    | Complete with valid data or zeros  |
| FILLER                      | X(70)         | 81-150   | Leave blank or spaces  |
| <b>DETAIL RECORD B</b>      |               |          |  |
| RECORD TYPE                 | X(2)          | 1-2      | Complete with a literal 'LB'   |
| LINE NUMBER                 | 9(4)          | 3-6      | Complete with sequential line numbers. Right justify beginning with line number 2001   |
| ACTION CODE                 | X(1)          | 7        | Complete with a literal 'A' for Add or 'D' for Delete  |
| DISPOSITION CODE            | X(4)          | 8-11     | Complete with a valid code   |
| METERING POINT NUMBER       | X(11)         | 12-22    | Complete with valid data or leave blank  |
| GAS PLANT NUMBER            | X(11)         | 23-33    | Complete with valid data or leave blank  |
| API GRAVITY                 | 9(2)V(1)      | 34-36    | Complete with valid data or leave blank. "V" represents the decimal point, so do not use a space or decimal point or the "V" (e.g., 35.6 should be reported as 356). |
| BTU FACTOR                  | 9(4)          | 37-40    | Complete with valid data or leave blank  |
| OIL/CONDENSATE DISPOSED QTY | 9(9)-         | 41-50    | Complete with valid data or all zeros  |
| GAS DISPOSED QTY            | 9(9)-         | 51-60    | Complete with valid data or all zeros  |
| WATER DISPOSED QTY          | 9(9)-         | 61-70    | Complete with valid data or all zeros  |
| FILLER                      | X(80)         | 71-150   | Leave blank or spaces  |

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| DESCRIPTION                        | MAXIMUM  | POSITION | FIELD REQUIREMENTS  |
|------------------------------------|----------|----------|---|
| <b>DETAIL RECORD C</b>             |          |          |   |
| RECORD TYPE                        | X(2)     | 1-2      | Complete with a literal 'LC'  |
| LINE NUMBER                        | 9(4)     | 3-6      | Complete with sequential line numbers. Right justify beginning with line number 3001                        |
| ACTION CODE                        | X(1)     | 7        | Complete with a literal 'A' for Add or 'D' for Delete   |
| PRODUCT CODE                       | X(2)     | 8-9      | Complete with a valid code  |
| INVENTORY STORAGE POINT NUMBER     | X(11)    | 10-20    | Complete with valid data or leave blank   |
| METERING POINT NUMBER              | X(11)    | 21-31    | Complete with valid data or leave blank   |
| API GRAVITY                        | 9(2)V(1) | 32-34    | Complete with valid data or leave blank   |
| BEGINNING INVENTORY QTY            | 9(9)-    | 35-44    | Complete with valid data or all zeros   |
| PRODUCTION QTY                     | 9(9)-    | 45-53    | Complete with valid data or all zeros   |
| SALES QTY                          | 9(9)-    | 54-62    | Complete with valid data or all zeros   |
| ADJUSTMENT CODE                    | X(4)     | 63-66    | Complete with a valid code or leave blank   |
| ADJUSTMENT VOLUME                  | 9(9)-    | 67-76    | Complete with valid data or all zeros   |
| ENDING INVENTORY QTY               | 9(9)-    | 77-86    | Complete with valid data or all zeros   |
| FILLER                             | X(64)    | 87-150   | Leave blank or spaces   |
| <b>TRAILER RECORD 1</b>            |          |          |   |
| RECORD TYPE                        | X(2)     | 1-2      | Complete with a literal 'T1'  |
| LINE COUNT                         | 9(5)     | 3-7      | Complete with total number of OGOR lines. (Total number of LA, LB, and LC lines for this OGOR Header)       |
| CONTACT NAME                       | X(30)    | 8-37     | Complete with valid data  |
| PHONE NUMBER                       | X(10)    | 38-47    | Complete using 9999999999 format (e.g., 8005551234)   |
| PHONE EXTENSION                    | X(5)     | 48-52    | Complete or leave blank   |
| AUTHORIZATION DATE                 | X(8)     | 53-60    | Complete using MMDDYYYY format (e.g., 01312017)   |
| FILLER                             | X(90)    | 61-150   | Leave blank or spaces   |
| <b>TRAILER RECORD 2 (OPTIONAL)</b> |          |          |   |
| RECORD TYPE                        | X(2)     | 1-2      | Complete with a literal 'T2'  |
| COMMENTS                           | X(60)    | 3-62     | Complete or leave blank. . If field is used, special characters must be isolated by spaces (e.g.,: 1A & 2A) |
| FILLER                             | X(88)    | 63-150   | Leave blank or spaces   |

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| DESCRIPTION  | MAXIMUM WIDTH | POSITION | FIELD REQUIREMENTS  |
|--|---------------|----------|---|
| <b>TRAILER RECORD 3 (OPTIONAL)</b>                     |               |          |   |
| RECORD TYPE  | X(2)          | 1-2      | Complete with a literal 'T3'  |
| TOTAL OIL/CONDENSATE PROD QTY                          | 9(9)-         | 3-12     | Complete with valid data or all zeros   |
| TOTAL GAS PRODUCED QTY                                 | 9(9)-         | 13-21    | Complete with valid data or all zeros   |
| TOTAL WATER PRODUCED QTY                               | 9(9)-         | 22-30    | Complete with valid data or all zeros   |
| TOTAL OIL/CONDENSATE INJECTED QTY                      | 9(9)-         | 31-39    | Complete with valid data or all zeros   |
| TOTAL GAS INJECTED QTY                                 | 9(9)-         | 40-48    | Complete with valid data or all zeros   |
| TOTAL WATER INJECTED QTY                               | 9(9)-         | 49-57    | Complete with valid data or all zeros   |
| TOTAL OIL/CONDENSATE DISPOSED QTY                      | 9(9)-         | 58-66    | Complete with valid data or all zeros   |
| TOTAL GAS DISPOSED QTY                                 | 9(9)-         | 67-75    | Complete with valid data or all zeros   |
| TOTAL WATER DISPOSED QTY                               | 9(9)-         | 76-84    | Complete with valid data or all zeros   |
| TOTAL BEGINNING INVENTORY QTY                          | 9(9)-         | 85-93    | Complete with valid data or all zeros   |
| TOTAL PRODUCTION QTY                                   | 9(9)-         | 94-102   | Complete with valid data or all zeros   |
| TOTAL SALES QUANTITY                                   | 9(9)-         | 103-111  | Complete with valid data or all zeros   |
| TOTAL ADJUSTMENTS QTY                                  | 9(9)-         | 112-120  | Complete with valid data or all zeros   |
| TOTAL ENDING INVENTORY QTY                             | 9(9)-         | 121-129  | Complete with valid data or all zeros   |
| FILLER   | X(21)         | 130-150  | Leave blank or spaces   |
| <b>TRAILER RECORD R<br/>Last line of file (only 1)</b> |               |          |   |
| RECORD TYPE  | X(2)          | 1-2      | Complete with a literal 'TR'  |
| DOCUMENT COUNT   | 9(5)          | 3-7      | Complete using the total number of Record H1 lines reported for the individual OGOR's in a file |
| FILLER   | X(143)        | 8-150    | Leave blank or spaces   |