

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

Comma Separated Value (CSV) files are first created in an Excel spreadsheet and then saved as a CSV file type. All data entry is done in the Excel spreadsheet. Once a CSV file is saved, you will have two files - one with an .xlsx extension, and the other with a .csv extension. **NEVER open or double-click the .csv file in Excel!** If you open the .csv 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 .csv file. If you need to view a .csv 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 303-231-3544 (toll free 1-800-525-0309 ext. 13544), or at Lisa.Reimer@onrr.gov

OR

**Ms. Denise McGee** at 303-231-3627 (toll free 1-800-525-0309 ext. 13627), or at Denise.McGee@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

OR

**Ms. Christina Garcia** at 303-231-3404 (toll free 1-800-525-0309 ext. 13404), or at Christina.Garcia@onrr.gov

### **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 line.
3. Multiple documents can be present in a single file. Headers and Trailers separate the documents. (See examples reflected 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. Signed (negative) numbers are represented by a numeric field, followed by a minus (-) sign, e.g., 9(9)-.
5. 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.
6. Do not use quotation marks (“ ”) or apostrophes (’).
7. For numeric fields, columns H-M (OGOR Parts A-C), DO NOT add leading zeros to these numeric fields. Leading zeros will be added during the conversion process where needed.
8. 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. API Gravity should be reported with no decimals (e.g., 35.6 should be reported as 356).
10. The OGOR-B (Record Type LB) line numbers need to start with 2001 and OGOR-C (Record Type LC) line numbers need to start with 3001.
11. 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.

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**C. OGOR CSV Record Layout**

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

COLUMN	DESCRIPTION	MAXIMUM WIDTH	FIELD REQUIREMENTS
<b>HEADER</b>			
A	RECORD TYPE	X(2)	Complete with a literal 'H1'
B	DOCUMENT TYPE CODE	X(4)	Complete with a literal 'OGOR'
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., 012017)
E	OPERATOR NUMBER	X(5)	Complete with valid data
F	OPERATOR NAME	X(30)	Complete with valid data
G	OPERATOR LEASE/AGREEMENT NUMBER	X(20)	Complete or leave blank
H	OPERATOR LEASE/AGREEMENT NAME	X(30)	Complete or leave blank. If field is used, special characters must be isolated by spaces (e.g., 1A & 2A)
I	OPERATOR LEASE/AGREEMENT NUMBER	X(11)	Complete with valid data or leave blank. If using the <b>ONRR lease number</b> , 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 using an <b>ONRR agreement number</b> , complete with a valid ONRR agreement number. All parts are upper case alpha/numeric.
J	AGENCY LEASE/AGREEMENT NUMBER	X(25)	Complete with valid data or leave blank. If using the <b>Agency lease number</b> , complete with a valid Agency lease number. The field can accommodate 25 digits. If using an <b>Agency agreement number</b> , complete with a valid Agency agreement number. All parts are upper case alpha/numeric.
<b>DETAIL RECORD A</b>			
A	RECORD TYPE	X(2)	Complete with a literal 'LA'
B	LINE NUMBER	9(4)	Complete with sequential line numbers beginning with line number 0001, using leading zeros
C	ACTION CODE	X(1)	Complete with a literal 'A' for Add or 'D' for Delete
D	API WELL NUMBER	X(12)	Complete with valid data
E	PRODUCING INTERVAL	X(1)9(2)	Complete with valid data
F	OPERATOR WELL NUMBER	X(15)	Complete or leave blank
G	WELL STATUS CODE	X(5)	Complete with a valid code

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COLUMN	DESCRIPTION	MAXIMUM WIDTH	FIELD REQUIREMENTS
H	DAYS PRODUCED	9(2)	Complete with valid data or leave blank
I	OIL/CONDENSATE PRODUCTION QTY	9(9)	Complete with valid data or zero
J	GAS PRODUCTION QTY	9(9)	Complete with valid data or zero
K	WATER PRODUCTION QTY	9(9)	Complete with valid data or zero
L	INJECTED QTY	9(9)	Complete with valid data or zero
<b>DETAIL RECORD B</b>			
A	RECORD TYPE	X(2)	Complete with a literal 'LB'
B	LINE NUMBER	9(4)	Complete with sequential line numbers beginning with line number 2001
C	ACTION CODE	X(1)	Complete with a literal 'A' for Add or 'D' for Delete
D	DISPOSITION CODE	X(4)	Complete with a valid code
E	METERING POINT NUMBER	X(11)	Complete with valid data or leave blank
F	GAS PLANT NUMBER	X(11)	Complete with valid data or leave blank
G	API GRAVITY	9(2)V(1)	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).
H	BTU CONTENT	9(4)	Complete with valid data or leave blank
I	OIL/CONDENSATE DISPOSED QTY	9(9)	Complete with valid data or zero
J	GAS DISPOSED QTY	9(9)-	Complete with valid data or zero
K	WATER DISPOSED QTY	9(9)	Complete with valid data or zero
<b>DETAIL RECORD C</b>			
A	RECORD TYPE	X(2)	Complete with a literal 'LC'
B	LINE NUMBER	9(4)	Complete with sequential line numbers beginning with line number 3001
C	ACTION CODE	X(1)	Complete with a literal 'A' for Add or 'D' for Delete
D	PRODUCT CODE	X(2)	Complete with a valid code
E	INVENTORY STORAGE POINT NUMBER	X(11)	Complete with valid data or leave blank
F	METERING POINT NUMBER	X(11)	Complete with valid data or leave blank
G	API GRAVITY	9(2)V(1)	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).
H	BEGINNING INVENTORY QTY	9(9)	Complete with valid data or zero
I	PRODUCTION QTY	9(9)	Complete with valid data or zero
J	SALES QTY	9(9)	Complete with valid data or zero

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COLUMN	DESCRIPTION	MAXIMUM WIDTH	FIELD REQUIREMENTS
K	ADJUSTMENT CODE	X(4)	Complete with a valid code or leave blank
L	ADJUSTMENT VOLUME	9(9)-	Complete with valid data or zero
M	ENDING INVENTORY QTY	9(9)	Complete with valid data or zero
<b>TRAILER RECORD 1</b>			
A	RECORD TYPE	X(2)	Complete with a literal 'T1'
B	LINE COUNT	9(5)	Complete with total number of OGOR lines. (Total number of LA, LB, and LC lines for this OGOR Header)
C	CONTACT NAME	X(30)	Complete with valid data
D	PHONE NUMBER	X(10)	Complete using 9999999999 format (e.g., 8005551234)
E	PHONE EXTENSION	X(5)	Complete or leave blank
F	AUTHORIZATION DATE	X(8)	Complete using MMDDYYYY format (e.g., 01312017)
<b>TRAILER RECORD 2 (OPTIONAL)</b>			
A	RECORD TYPE	X(2)	Complete with a literal 'T2'
B	COMMENTS	X(60)	Complete or leave blank. If field is used, special characters must be isolated by spaces (e.g., 1A & 2A).
<b>TRAILER RECORD 3 (OPTIONAL)</b>		OGOR Totals	Contact your Production Reporting Contact if format information is needed.
<b>TRAILER RECORD R</b>			
Last line of .csv file (only 1)			
A	RECORD TYPE	X(2)	Complete with a literal 'TR'
B	DOCUMENT COUNT	9(5)	Complete using the total count of H1 lines reported for the individual OGORS in a file