

PASR Reporting Instructions – CSV Format **Effective 02/11/2005**

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. Once a CSV file is saved, you will have two files - one with an .xls extension, the other with a .csv extension. **NEVER open or double-click the .csv file in Excel!** Always make your corrections in your original Excel file, and then resave it to a CSV file. If you need to view the CSV file, view it in a word processor, such as WordPad. If you open the .csv file in Excel, you will lose ALL of the formatting from the Excel file. If you need assistance or sample files, please contact Ms. Gail Solaas at 303-231-3591 (Toll Free 1-800-525-0309 ext. 3591)

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 a Record Type T1. The number of Record Type 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)

PASR Reporting Instructions – CSV Format
Effective 02/11/2005

B. Format Characteristics

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 are represented by a 9 with the maximum number of characters in the field, 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	MAXIMUM WIDTH	FIELD REQUIREMENTS
HEADER			
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

PASR Reporting Instructions – CSV Format
Effective 02/11/2005

COLUMN	DESCRIPTION	MAXIMUM WIDTH	FIELD REQUIREMENTS
K	OUTPUT FACILITY/ MEASUREMENT POINT NUMBER	X(11)	Complete with valid data or leave blank
L	SALES FACILITY/ MEASUREMENT POINT NUMBER	X(11)	Complete with valid data or leave blank
DETAIL			
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	MMS LEASE/ AGREEMENT NUMBER	X(11)	the MMS lease number, complete with a valid MMS-converted lease number consisting of 10-digits (a 3-digit prefix, 6-digit body, and 1-digit suffix). 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 MMS agreement number, complete with a valid MMS 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.
H	SALES/ TRANSFERS VOLUME	9(9)	Complete with valid data or zero
I	OTHER SOURCES VOLUME	9(9)	Complete with valid data or zero
TRAILER			
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)
F	COMMENTS	X(60)	Complete or leave blank. If field is used, special characters must be isolated by spaces (e.g.,: 1A & 2A)