



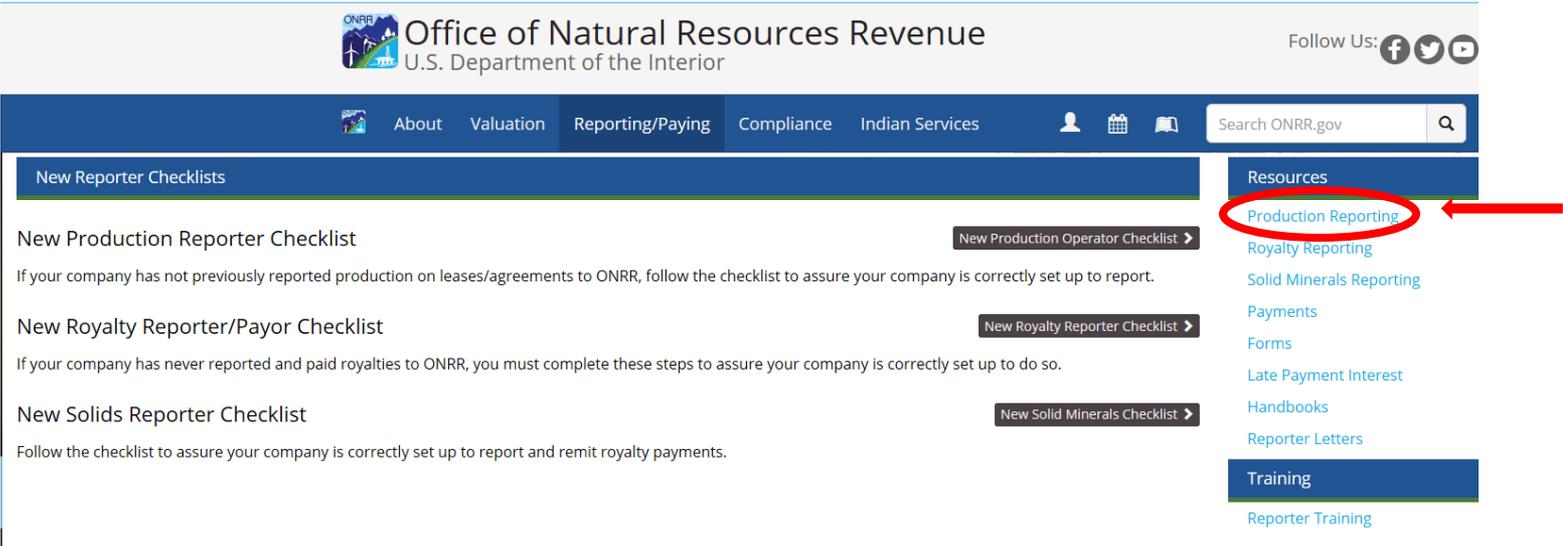
# Comma Separated Value (CSV) Files

**.CSV**

```
H1,OGOR,O,102001,N2601,TENNESSEE PETROLEUM,14-08-0001-3261A,WLAKER  
UNIT CARBON PA,891003261A,,,,,,,,,  
LA,0001,A,151030086000,S01,BRANCH 1,03,28,,,,,20000,,,  
LA,0002,A,151030086900,S01,BRANCH 2,08,28,3000,2000,75,,,,,  
LA,0003,A,151030087300,S01,BRANCH 3,08,28,6500,4000,150,,,,,  
LA,0004,A,151030087500,S01,GRAY 1,08,28,5000,3500,100,,,,,  
LA,0005,A,151030089000,S01,GRAY 2,08,28,4000,2700,90,,,,,  
LA,0006,A,151030089100,S01,GRAY 3,1361,,,,,,,,,  
LB,2001,A,10,,,,,18500,,,,,  
LB,2002,A,11,30151030076,02151030001,,1053,,6000,,,,,  
LB,2003,A,11,30151030077,02151030001,,1043,,6200,,,,,  
LB,2004,A,13,,,,,-9928,,,,,  
LB,2005,A,14,,,,,9828,,,,,  
LB,2006,A,20,,,,,100,,,,,  
LB,2007,A,27,,,,,415,,,,,  
LC,3001,A,01,01151030019,20151030005,309,200,9500,290,11,-  
9110,300,,  
LC,3002,A,01,01151030020,20151030006,309,1000,9000,18150,13,9100,9  
50,,  
T1,15,BILL GRAY,6155556455,,12052001,,,,,,,,,  
T2,10172 MCF INJECTED FROM OFF LEASE SOURCES; 10 BBL  
SPILL,,,,,,,,,  
T3,18500,12200,115,,2000,,18500,12200,115,1200,18500,18440,-  
10,1250  
TR,1,,,,,,,,,
```



<https://www.onrr.gov/>





<https://onrr.gov/ReportPay/production-reporting.htm>

## ➤ Instructions and Format for the .csv file:

### Production Reporting (except Solid Minerals)

#### Production Reporting

[Royalty Reporting](#)

[Solid Minerals Reporting](#)

[Payments](#)

[Forms](#)

[Late Payment Interest](#)

[Handbooks](#)

[Reporter Letters](#)

[Training](#)

#### File Reports, and Research Prior Data

Log in to the ONRR Data Warehouse portal to access the eCommerce web site for electronic reporting and to view prior reporting information (*OGOR and PASR*).

[ONRR Data Warehouse Portal](#)

#### Reporting Forms

**OGOR** — Oil and Gas Operations Report  
(Offshore and Onshore)

Form ONRR-4054

[Part A](#) — Well Production (OGOR-A)

[Part B](#) — Product Disposition (OGOR-B)

[Part C](#) — Product Inventory (OGOR-C)

Sample Layouts

- [OGOR ASCII Record Layout](#)
- [OGOR CSV Record Layout](#)
- [OGOR CSV Sample file](#)

#### Reporter Checklists

For new reporters:

[Production Reporter](#)

[Royalty Reporter](#)

[Solids Reporter](#)

#### Reporter Tools

[Cross-Referenced Lease & Agreement Number Lists](#)

[Set-Up and Maintenance](#)

[Past & current Reporter Letters](#)

[ONRR Data Warehouse Portal](#)  
[References](#)

#### Handbooks

[Minerals Production Reporter Handbook](#)

Release 2.0 (released 9/1/2015)



# OGOR REPORTING INSTRUCTIONS – CSV FORMAT

## OGOR 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. 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! If you open a .csv file in Excel, you will lose ALL of the formatting from the Excel file. Always make corrections in the original Excel file, then resave it as a .csv file. If you need to view a .csv file, view it in a word processor such as WordPad. If you need assistance or sample files, please contact Lisa Reimer at 303-231-3544 (toll free at 1-800-525-0309 ext. 3544), or at [Lisa.Reimer@onrr.gov](mailto:Lisa.Reimer@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.
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 1.1 for more information.) 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)

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# Create .csv File

- Comma Separated Value (CSV) files are first created in an Excel spreadsheet then saved as a CSV file type.
- It is recommended that before entering data, you format the entire blank Excel worksheet as text to reduce formatting errors.
- 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, 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 text reader, such as WordPad. If you open the .csv file in Excel, you will lose ALL of the formatting from the Excel file.





# Create .csv File (cont.)

## Format Requirements

- **All record fields must comply with the following requirements:**
  - ✓ The file name must end with a .csv extension.
  - ✓ 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.
  - ✓ Multiple documents can be present in a single file. Headers and Trailers separate the documents.
  - ✓ Each document must begin with Record Type H1 and end with 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.**
  - ✓ 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.)



# Create .csv File (cont.)

## Format Characteristics

### ➤ All record fields must comply with the following characteristics:

- ✓ 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.
- ✓ Use MMYYYY for Production dates and MMDDYYYY for Authorization dates. Be sure to add the leading zero where appropriate.
- ✓ Do not use quotation marks (“) or apostrophes (’).
- ✓ 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. 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”).
- ✓ API Gravity should be reported with no decimals (e.g., 35.6 should be reported as 356).
- ✓ The OGOR-B line numbers need to start as 2001 and OGOR-C line numbers need to start with 3001.



## Record Types for a Single File – Reporting OGOR A, B, C

- 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)

Regard each Record Type as an individual row of information. The Column field only indicates what column the data is entered in.



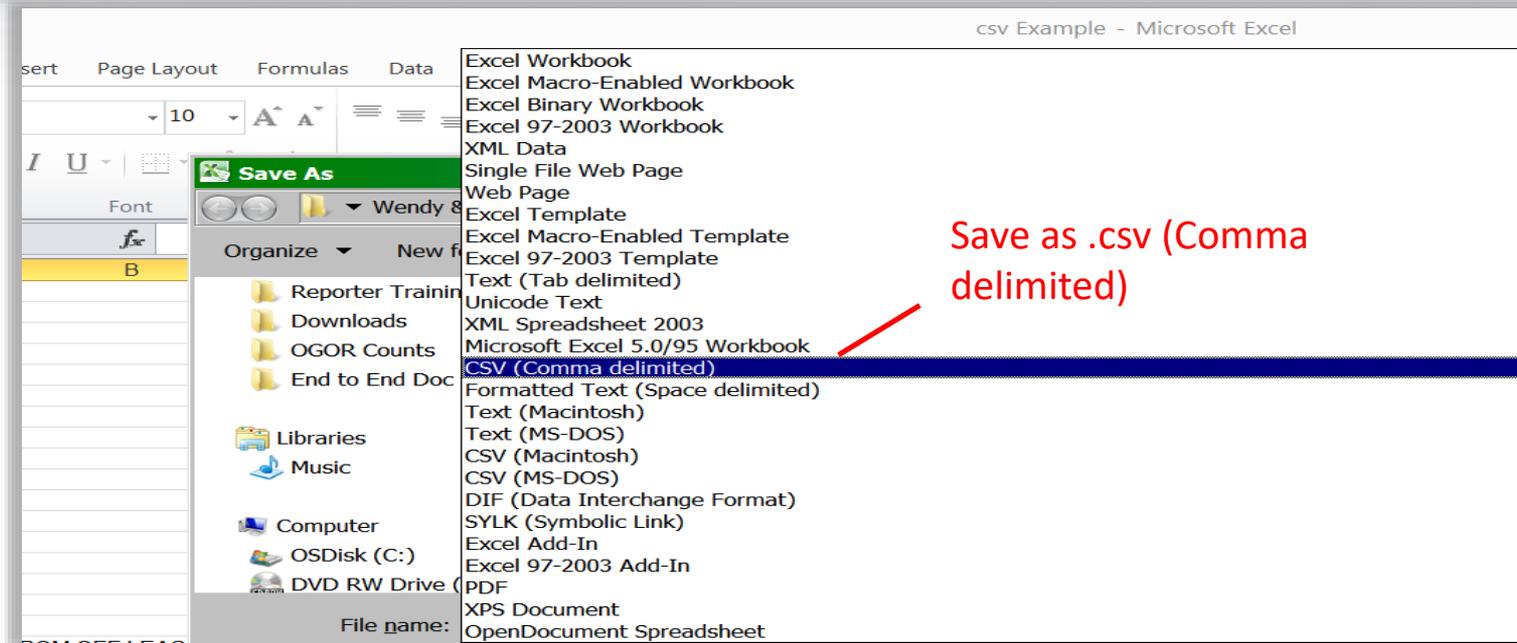
# OGOR CSV SAMPLE FILE

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	H1 OGOR	O	102001	N2601	TENNESSEE PETROLEUM	14-08-0001-3261A	WLAKER UNIT CARBON PA	891003261A							
2	LA 0001	A	151030086000	S01	BRANCH 1	03		28			20000				
3	LA 0002	A	151030086900	S01	BRANCH 2	08		28	3000	2000	75				
4	LA 0003	A	151030087300	S01	BRANCH 3	08		28	6500	4000	150				
5	LA 0004	A	151030087500	S01	GRAY 1	08		28	5000	3500	100				
6	LA 0005	A	151030089000	S01	GRAY 2	08		28	4000	2700	90				
7	LA 0006	A	151030089100	S01	GRAY 3	1361									
8	LB 2001	A	10						18500						
9	LB 2002	A	11	30151030076	02151030001			1053		6000					
10	LB 2003	A	11	30151030077	02151030001			1043		6200					
11	LB 2004	A	13							-9928					
12	LB 2005	A	14							9828					
13	LB 2006	A	20							100					
14	LB 2007	A	27									415			
15	LC 3001	A	01	01151030019	20151030005		309	200	9500	290	11	-9110	300		
16	LC 3002	A	01	01151030020	20151030006		309	1000	9000	18150	13	9100	950		
17	T1		15	BILL GRAY	6155556455	12052001									
18	T2	10172 MCF INJECTED FROM OFF LEASE SOURCES; 10 BBL SPILL													
19	T3	18500	12200	115			2000	18500	12200	115	1200	18500	18440	-10 1250	
20	TR	1													

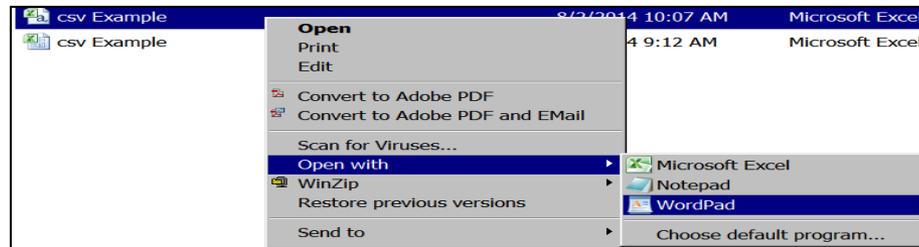
Record Type Original, reporting OGOR A, B, and C. Using optional Trailers, T2 and T3.



# Create .csv File (cont.)



If you need to edit after .csv is created, open with a text reader such as WordPad to preserve formatting, or open the Excel file and re-save as a .csv after editing is completed.





# Create .csv File (cont.)

```
csv Example - WordPad
Home View
Clipboard Font Paragraph Insert Editing
Courier New 11
B I U abc X2 X2
Picture Paint drawing Date and time Insert object Find Replace Select all
1 2 3 4 5
H1,OGOR,O,102001,N2601,TENNESSEE PETROLEUM,14-08-0001-3261A,WLAKER
UNIT CARBON PA,891003261A,,,,,
LA,0001,A,151030086000,S01,BRANCH 1,03,28,,,,,20000,,,
LA,0002,A,151030086900,S01,BRANCH 2,08,28,3000,2000,75,,,,,
LA,0003,A,151030087300,S01,BRANCH 3,08,28,6500,4000,150,,,,,
LA,0004,A,151030087500,S01,GRAY 1,08,28,5000,3500,100,,,,,
LA,0005,A,151030089000,S01,GRAY 2,08,28,4000,2700,90,,,,,
LA,0006,A,151030089100,S01,GRAY 3,1361,,,,,
LB,2001,A,10,,,,,18500,,,,,
LB,2002,A,11,30151030076,02151030001,,1053,,6000,,,,,
LB,2003,A,11,30151030077,02151030001,,1043,,6200,,,,,
LB,2004,A,13,,,,,-9928,,,,,
LB,2005,A,14,,,,,9828,,,,,
LB,2006,A,20,,,,,100,,,,,
LB,2007,A,27,,,,,415,,,,,
LC,3001,A,01,01151030019,20151030005,309,200,9500,290,11,-
9110,300,,
LC,3002,A,01,01151030020,20151030006,309,1000,9000,18150,13,9100,9
50,,
T1,15,BILL GRAY,6155556455,,12052001,,,,,
T2,10172 MCF INJECTED FROM OFF LEASE SOURCES; 10 BBL
SPILL,,,,,
T3,18500,12200,115,,2000,,18500,12200,115,1200,18500,18440,-
10,1250
TR,1,,,,,

```



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Last updated 21 January 2015

**NOTE: Only .csv, .txt, and .zip formats are accepted file types to upload into eCommerce.**



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Select

**File successfully uploaded. Click on the Upload History tab to see the status of the file processing.**

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Last updated 21 January 2015

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# Uploading a File into eCommerce

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Status Legend

**Uploaded:** The file has successfully loaded onto the servers.  
**Pending:** The file is waiting for format validation processing.  
**Processing:** The file is being validated for format requirements.  
**Completed:** The file successfully passed format validation and a report has been created. The new report can be viewed in the Documents List.  
**Error:** The file has failed format validation. Click on the status to view format errors.

Upload History

File Name	Report Type	Status	Uploaded By	Upload Date(EST)	File Size	Import Start	Import End	Report ID
OGORC_CSV_NMNM06814_3.csv		Uploaded	REIMERL	5/16/2017 2:47:39 PM	2018			

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e-Statement of Accounts | Lease Account Balance | EMARF Forms | Financial Reports & History Reports

Last updated 25 June 2014

**Click on the Upload History tab to review the status of the uploaded file. File was successfully uploaded.**



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You are currently logged on as Reporter.

New 2014

New CMP-2014

New OGOR

New PASR

Help

Current Upload Status

File Name	Report Type	Status	Uploaded By	Upload Date(EST)	File Size	Import Start	Import End	Report ID
OGORC_CSV_NMNM06814_3.csv		Uploaded	REIMERL	5/16/2017 2:47:39 PM	2018			

### Filter Options

Document Type: All Status: All Starting Date: 2/1/2014 Ending Date: Redisplay List

User ID: Report ID: CMP Status: All

Report Documents

Document Type	Report ID	User ID	Reporter Code	Reporter Assigned Doc No. / Reporter Doc Name	Status	Last Update (ET)	Report Creator	Edit / Display	Print	Copy	Delete	Export	
OGOR	961912	REIMERL	K3850	NMNM06814 TEST3 MODUPLOAD	OPEN	5/16/2017 2:48:55 PM	REIMERL	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed

Another method to determine uploaded file status is to return to the Documents List. Newly uploaded files will display under Current Upload Status as well as under Report Documents.



# How to Upload .CSV, ASCII text and ZIP Files

➤ <https://www.onrr.gov/ReportPay/training/OGOR-Training-Videos.htm>

How to reach your ONRR Production Reporting Contact (PRC)	00:07
OGOR 01: Basic OGOR Report <i>(must watch this first)</i>	05:42
OGOR 02: How to upload OGOR .CSV, ASCII text and .zip files	03:55
OGOR 03-1: Manually Enter OGOR - Header	03:39
OGOR 03-2: Manually Enter OGOR - Part A	07:17
OGOR 03-3: Manually Enter OGOR - Part B	04:32
OGOR 03-4: Manually Enter OGOR - Part B Example <i>(Coming soon)</i>	
OGOR 03-5: Manually Enter OGOR - Part C	05:33
OGOR 03-6: Manually Enter OGOR - Validate	03:52

Check our YouTube Channel

**ONRR OGOR Video Series**

**How to upload .CSV, ASCII text and .zip files**

OGOR 02: How to upload OGOR  
Video Description  
How to upload OGOR .CSV, ASCII text and .zip files



# Questions?

