

FEDERAL ENERGY REGULATORY COMMISSION
Office of Energy Markets and Reliability



Instruction Manual for Electronic Filing of the
Index of Customers

Form Approved
OMB No. 1902-0169
(Expires 9/30/2007)

June 2000

Updated March 2006

GENERAL INFORMATION

I. PURPOSE:

Under the authority of the Natural Gas Act (15 USC 717), the Commission promulgated 18 CFR §284.13(c), which states that each calendar quarter an interstate pipeline must file with the Commission an index of all of its firm transportation and storage customers under contract as of the first day of the calendar quarter. The pipeline must also post an electronic format of this information on its Internet web site (web site). The instructions herein will provide the format for the electronic dissemination of the data on the respondent's web site in a downloadable file, as well as for the electronic file submitted to the Commission.

These instructions reflect the additional filing requirements stated in Order No. 637, issued on February 9, 2000.

II. WHO MUST SUBMIT:

Each interstate pipeline regulated by the Commission that provides firm transportation or storage service under Subparts B or G of Part 284 of the Commission's regulations must file this information and also post it on its web site.

III. WHAT TO SUBMIT:

Submit the data file on a MS-DOS formatted (or compatible) computer diskette or compact disc (CD) according to the electronic filing record formats prescribed herein. The diskette must have a label affixed to it stating the respondent's name, as well as the name of the electronic file. The CD must be enclosed in an appropriate disc protector with a label affixed to the protector stating the respondent's name and the name of the file. Filings submitted on CD must also conform to the ISO 9660 standard for file directory systems.

The diskette or CD filings must be accompanied by a cover letter stating the content of the electronic filing. The cover letter must also include the subscription provided in Part 385.2005(a). All data submitted will be considered non-confidential and will be made available to the public upon request.

There is no paper format required for this data.

If the respondent submits a revised filing, the respondent must restate the original file with all additions, deletions, revisions, and corrections incorporated. The Header record, specifically data items, Report Date and Original/Revised Filing Indicator, and the filename must accurately reflect that the file is a revision.

IV. WHEN TO SUBMIT:

The web site posting date and Commission filing date for this information will be the first business day after the start of each calendar quarter. The first day of the calendar quarters are January 1, April 1, July 1, and October 1 of each year.

V. WHERE TO SUBMIT:

(1) Submit the electronic filing to:

Office of the Secretary
Federal Energy Regulatory Commission
Washington, DC 20426

(2) Hand deliveries can be made to:

Office of the Secretary
Federal Energy Regulatory Commission
Room 1-A
888 First Street, NE
Washington, DC 20426

You shall not be penalized for failure to respond to this collection of information unless the collection of information displays a valid OMB control number.

GENERAL INSTRUCTIONS

1. The information required for this filing must be recorded in a "TAB" delimited format with the data ordered as specified in the Electronic Filing Format section of these instructions. An example "TAB" delimited file adhering to the prescribed electronic filing formats is also provided. The "TAB" delimiter is an ASCII 9 - decimal or 09 - hexadecimal character. **There are two important instructions regarding "TAB" delimited files:**
 - A. It is imperative the respondent realizes that the "TAB" characters are as important as the actual data coded onto the record. Without the correct "TAB" characters on the record to locate and distinguish data fields, the file cannot be data processed. The respondent must be careful not to use a software program to create the "TAB" delimited records which converts the "TAB" characters into equivalent space characters (ASCII 0 - decimal or 00 - hexadecimal).
 - B. If a data item is not applicable, the data item must be omitted, but the associated "TAB" character for that item must be recorded on the record. For example, let's assume a record consists of four data items: company name, report year, beginning balance, and ending balance. Further, assume that the beginning balance field is to be left blank. Then, the structure of the reported record would be as follows:

XYZ Natural Gas Company<TAB>1996<TAB><TAB>123456

The double "TAB" characters denote a null (or blank) entry for the beginning balance data item on this record.
2. Each logical record should be terminated by a carriage return (CR) character (ASCII character - 13 decimal, 0D - hexadecimal) and line feed (LF) character (ASCII character 10 - decimal, 0A - hexadecimal).
3. All information required to be filed should be recorded in one file. The naming convention for this file is: "INNNYYMM.TAB", where "I" is the file name indicator used for the Index of Customers filing, "NNN" is the three-digit FERC pipeline code for the respondent (see item 7.A. for information on the Pipeline ID), and "YYMM" is the two digit year and the two digit beginning month for each quarterly submittal. If it is necessary to submit revised reports, the file names should be "INNNYYMM.TA1", "INNNYYMM.TA2", etc., where ".TA1" indicates the first revision, ".TA2" the second revision, etc. For any revised reports, "YYMM" must refer to the year and beginning month of the quarter to which the revisions apply. The file name should be included in the transmittal letter accompanying the respondent's filing.

4. The definitions, instructions, and record type formats for this electronic filing specify explicitly the data items to be reported and the sequence for recording the information on the diskette.
5. All fields must adhere to the following conventions for coding data on the electronic filing:
 - A. Numeric items do not require leading zeros, unless otherwise noted.
 - B. If a data item is not applicable, its value must be omitted by using a second "TAB" delimiter immediately after the "TAB" delimiter of the previous data item.
 - C. In accordance with 18 CFR §284.4, all quantities must be reported in MMBtu. If the Commission has granted the respondent a waiver of this regulation, and the respondent reports data in Mcf, report these volumes measured at 14.73 psia and 60 degrees Fahrenheit rounded to the nearest Mcf.
 - D. Do not include commas in reporting any numeric value.
6. **Footnotes.** Footnotes may be used to submit additional information about any data items included in this report. A "Footnote" record is provided for this purpose.
7. **Source of Codes.**
 - A. Pipeline ID - Use the FERC three-digit code for the respondent's pipeline. An updated list of three-digit codes is provided on the Commission's web site at <http://www.ferc.gov/industries/gas/gen-info/pipecode.asp>. If your pipeline is not listed, call Tiquana Taylor at 202-502-8551 and one will be assigned.
 - B. Rate Schedule - Report the respondent's own designation for the rate schedule being reported. This rate schedule name must be entered exactly as it is reported in the FERC Forms Nos. 2 (or 2-A) and 11, as approved in Order No. 581.
 - C. Shipper ID - Use the unique Data Universal Numbering System (D-U-N-S®) Number assigned by the Dun & Bradstreet Corporation and accepted by the North American Energy Standards Board (NAESB) as the common code for the shipper.
 - D. Point Identification Code - Use the North American Energy Standards Board/Petroleum Information Corporation (NAESB/PI) Data Reference Number, a one-to-nine digit number also assigned by IHS (successor to PI).

Index of Customers
Electronic Filing Formats

Data Type	Item Id	Item	Format or Value	Max Length	Instructions
HEADER		Header Record Identifier	H	1	Enter H to identify the header information.
Enter one Header record per filing.	a	Pipeline Name	Char	55	Enter the full legal name.
	b	Pipeline Id.	Num	3	Enter the 3 digit FERC pipeline code.
	c	Report Date	mm/dd/yyyy	10	Enter using the format provided making sure to include a 4 digit year. Enter the date the pipeline expects to file this report with the Commission.
	d	Original/Revised Filing Indicator	Char	1	Enter O if original filing, or R if revised filing.
	e	First Day of Calendar Quarter	mm/dd/yyyy	10	Enter using the format provided making sure to include a 4 digit year.
	f	Unit of Measurement for Transportation Max Daily Quantity	Char	1	Enter B if MMBtu; F if MCF; T if Dth.
	g	Unit of Measurement for Storage Max Quantity	Char	1	Enter B if MMBtu; F if MCF; T if Dth.
	h	Contact Person and Phone Number	Char	50	Include full name of contact person and telephone number, including area code.
	i	Footnote Id	Char	50	Enter up to 10 Footnote Id's separated by /. Refer to the item footnoted in the first position of the Footnote Id (e.g., b10 indicates footnote 10 applies to item b. Use x if footnote applies to entire record, e.g., x10).

Index of Customers
Electronic Filing Formats

Data Type	Item Id	Item	Format or Value	Max Length	Instructions
DETAILS		Detail Record Identifier	D	1	Enter D to identify each record of detailed information.
Enter one Detail record for each combination of shipper/ rate schedule/ contract.	j	Shipper Name	Char	75	Enter the full legal name.
	va	Shipper ID	Num	17	Enter D-U-N-S® Number.
	yb	Shipper Affiliation Indicator	Y or N	1	Enter Y if Shipper is an affiliate of the Pipeline, otherwise enter N.
	k	Rate Schedule	Char	30	Enter precisely as reported in FERC Forms 2 (or 2A) and 11, as approved in Order No. 581.
	yc	Contract Number	Char	30	The respondent's own designation for the contract or agreement.
	l	Contract Effective Date	mm/dd/yyyy	10	Enter using the format provided making sure to include a 4 digit year.
	m	Contract Primary Term Expiration Date	mm/dd/yyyy	10	Enter the expiration date of the primary term of the contract using the format provided, making sure to include a 4 digit year.
	n	Days Until Next Possible Contract Expiration	Num	5	If Contract Primary Term Expiration Date has passed and contract continues under an "evergreen" or "roll-over" provision, as defined in Order No. 636 (III FERC Statutes and Regulations ¶ 30,939 at 30,445), enter number of days in the roll-over or evergreen period. (E.g., if contract continues on monthly basis, enter 31; if annual, enter 365; if unknown or non-specific, leave blank, but include pertinent contract expiration information in a footnote).
	yd	Negotiated Rates Indicator	Y or N	1	Enter Y if contract includes negotiated rates, otherwise enter N.
	o	For Transportation, Max Daily Quantity	Num	15	Enter quantity in units specified in item f.
p	For Storage, Max Quantity	Num	15	Enter quantity in units specified in item g. Enter the largest quantity of natural gas the pipeline is obligated to store for the shipper under the contract.	
q	Footnote Id	Char	50	Enter up to 10 Footnote Id's separated by /. Refer to the item footnoted in the first position of the Footnote Id (e.g., yc6 indicates footnote 6 applies to item yc. Use x if footnote applies to entire record, e.g., x5).	

Index of Customers
Electronic Filing Formats

Data Type	Item Id	Item	Format or Value	Max Length	Instructions
AGENT		Agent or Asset Manager Record Identifier	A	1	Enter A to identify each record of Agent or Asset Manager information.
Enter as many Agent records as necessary to report any and all Agents or Asset Managers that manage the Shipper's transportation and/or storage quantity reported in each Detail record.	ye	Agent or Asset Manager Name	Char	75	Enter the full legal name.
	yf	Agent or Asset Manager Affiliation Indicator	Y or N	1	Enter Y if Agent or Asset Manager is an affiliate of the Pipeline, otherwise enter N.
	yg	Footnote Id	Char	50	Enter up to 10 Footnote Id's separated by /. Refer to the item footnoted in the first position of the Footnote Id (e.g., ye5 indicates footnote 5 applies to item ye. Use x if footnote applies to entire record, e.g., x5).

NOTE: The AGENT record(s) should be reported immediately following the DETAILS record to which it applies. See the sample tab delimited file structure shown at the end of these formats for the correct ordering of the records within the electronic file.

Index of Customers
Electronic Filing Formats

Data Type	Item Id	Item	Format or Value	Max Length	Instructions
POINT		Point Record Identifier	P	1	Enter P to identify each record of point or segment information.
Enter as many Point records as necessary to provide complete information about each primary receipt and delivery point, zone or segment for the transportation and/or storage quantity reported in each DETAIL record.	yh	Point Identifier Code	Char	2	These codes are from the NAESB Business Practice Standards Manual relating to the Capacity Release - Firm Transportation and Storage - Award Notice (Award Download), N1 Record. M2 - Receipt Point MQ - Delivery Point MV - Mainline S8 - Pipeline Segment defined by 2 Point records (second of 2 Point records) S9 - Pipeline Segment defined by 1 Point record (or first of 2 Point records) SB - Storage Area IJ - Injection Point WR - Withdrawal Point G1 - Gas Transaction Point 1 G2 - Gas Transaction Point 2
	yi	Point Name	Char	35	Enter the name or description of the Point.
	yj	Point Identification Code Qualifier	Char	2	Enter 29 if item yk is a Grid Location and Facility Code (NAESB/PI Data Reference Number). Enter 95 if item yk is assigned by the transporter (Only used if item yh = S8 or S9).
	yk	Point Identification Code	Char	17	Enter the NAESB/PI Data Reference Number if item yj = 29 or enter the transporter assigned code if item yj = 95.
	yl	Zone Name	Char	20	Enter the zone name for the point reported.
	ym	For Transportation Point, Max Daily Quantity	Num	15	Enter quantity in units specified in item f.
	yn	For Storage Point, Max Daily Quantity	Num	15	Enter quantity in units specified in item g.
	yo	Footnote Id	Char	50	Enter up to 10 Footnote Id's separated by /. Refer to the item footnoted in the first position of the Footnote Id (e.g., yj7 indicates footnote 7 applies to item yj. Use x if footnote applies to entire record, e.g., x7).

NOTE: The POINT records which pertain to the quantity reported in a specific DETAILS record should immediately follow any AGENT record(s) applicable to that DETAILS record. If there are no AGENT records applicable to a DETAILS record then the POINT records will immediately follow the DETAILS record. See the sample tab delimited file structure shown at the end of these formats for the correct ordering of the records within the electronic file.

Index of Customers
Electronic Filing Formats

Data Type	Item Id	Item	Format or Value	Max Length	Instructions
FOOTNOTES		Footnote Block Identifier	F	1	Enter F to identify each footnote record.
Enter one Footnote record for each 255 character segment of a footnote.	r	Footnote Number	Num	3	Enter the footnote number corresponding to any Footnote Id's referenced in the other records. The Footnote Number is that part of the Footnote Id <u>without</u> the Item Id character. <u>E.g.</u> , if a Footnote Id entered on the HEADER record is "e1", then the Footnote Number to report in this field is "1".
	s	Footnote Text	Char	255	Separate the text of a single footnote into segments of up to 255 characters each. Enter the same Footnote Number for each segment of a single footnote. It is not necessary to use all 255 characters. <u>E.g.</u> , You may have several lines of 80 characters for a single footnote. Neither is it necessary to pad a line to the 255th character.

Index of Customers
Sample Tab Delimited File

(with Tabs and CR/LF denoted schematically as [] and <hrt>, respectively):

```
H[]ABC Pipeline Company[]123[]01/10/1996[]O[]01/01/1996[]B[]B[]John Doe 202-208-1111[]e1<hrt>
D[]Shipper #1[]123454321[]N[]Rate Sched #1[]Contract #1[]1/01/1994[]1/01/2004[] []N[]1000[] []o2<hrt>
A[]Agent Name #1[]N[]<hrt>
P[]M2[]Receipt Location, Contract #1[]29[]11234321[]Zone 1[]1000[] []yg6<hrt>
P[]MQ[]Delivery Location Contract #1[]29[]98765678[]Zone 2[]1000[] []<hrt>
D[]Shipper #2[]34891234[]N[]Rate Sched #1[]Contract #2[]6/01/1994[]12/31/1994[]31[]N[]10000[] []x2<hrt>
A[]Agent Name #1[]N[]ye3<hrt>
A[]Agent Name #2[]Y[]ye4<hrt>
P[]G1[]Transaction Point 1[]29[]44556677[]Zone 3[]10000[] []<hrt>
P[]G2[]Transaction Point 2[]29[]87667855[]Zone 4[]10000[] []<hrt>
D[]Shipper #2[]34891234[]N[]Rate Sched #2[]Contract #3[]3/01/1993[]12/31/2003[] []Y[] []500000[]m3/k5/p5<hrt>
P[]SB[]Storage Area Name[]95[]SA864585[]Zone5[] []15000[]<hrt>
F[]1[]This is the first line of footnote 1 which can continue for 255 characters<hrt>
F[]1[]This is the 2nd line of footnote 1 .....<hrt>
F[]2[]First line of footnote 2<hrt>
F[]3[]First line of footnote 3 .....<hrt>
F[]3[]2nd line of footnote 3 .....<hrt>
F[]4[]First line of footnote 4<hrt>
F[]5[]First line of footnote 5 .....<hrt>
F[]5[]First line of footnote 6<hrt>
```

(and as it would appear in a text editor with tab sets denoted by !):

```
! !
H ABC Pipeline Company ! 123 ! 01/10/1996 ! O ! 01/01/1996 ! B ! B ! John Doe 202-208-1111 ! e1 ! ! !
D Shipper #1 ! 123454321 ! N ! Rate Sched #1 ! Contract #1 ! 1/01/1994 ! 1/01/2004 ! N ! 1000 ! o2
A Agent Name #1 ! N
P M2 ! Receipt Location, Contract #1 ! 29 ! 01234321 ! Zone 1 ! 1000 ! yg6
P MQ ! Delivery Location Contract #1 ! 29 ! 98765678 ! Zone 2 ! 1000
D Shipper #2 ! 34891234 ! N ! Rate Sched #1 ! Contract #2 ! 6/01/1994 ! 12/31/1994 ! 31 ! N ! 10000 ! x2
A Agent Name #1 ! N ! ye3
A Agent Name #2 ! Y ! ye4
P G1 ! Transaction Point 1 ! 29 ! 44556677 ! Zone 3 ! 10000
P G2 ! Transaction Point 2 ! 29 ! 87667855 ! Zone 4 ! 10000
D Shipper #2 ! 34891234 ! N ! Rate Sched #2 ! Contract #3 ! 3/01/1993 ! 12/31/2003 ! Y ! 500000 ! m3/k5/p5
P MV ! Mainline Name ! 29 ! 31864585 ! Zone 5 ! 15000
F 1 ! This is the first line of footnote 1 which can continue for up to 255 characters
F 1 ! This is the 2nd line of footnote 1 .....
F 2 ! First line of footnote 2
F 3 ! First line of footnote 3 .....
F 3 ! 2nd line of footnote 3 .....
F 4 ! First line of footnote 4
F 5 ! First line of footnote 5 .....
F 5 ! First line of footnote 6
```