FEDERAL ENERGY REGULATORY COMMISSION

Office of the Secretary



Instruction Manual

Form 549B, Index of Customers

Form Approved

OMB No. 1902-0169 OMB Authorization Expiration Date:

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GENERAL INFORMATION

# Purpose of data collection

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. 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.

# Who must file

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.

# How / What to submit

The preferred method of submittal is electronic submission via eFiling. Information for eFiling can be found at: http://www.ferc.gov/docsfiling/efiling.asp

You may submit your data file on diskette or compact disk. Please add the respondent's name, as well as the name of the electronic file on the media label. The diskette or CD must be accompanied by a cover letter stating the content of the electronic filing. The cover letter must also include the subscription provided in 18 CFR § 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.

When filing a revision, be sure the report date, original/revised filing indicator, and the filename accurately reflect that the file is a revision.

# When to submit

The web site posting date and Commission filing date for this information is 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.

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# Where to submit a paper filing

eFiling is the preferred method for submitting this filing. However; if you must submit in paper and media; address the filing to:

Form 549B

Office of the Secretary

Federal Energy Regulatory Commission Washington, DC 20426

Hand deliveries can be made to:

Office of the Secretary

Federal Energy Regulatory Commission

Room 1-A

888 First Street, NE

Washington, DC 20426

Response to this collection of information is mandatory. The estimated public reporting burden for this collection of information is an average of 80 hours per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the response. Interested persons may obtain information on the reporting requirements by contacting the following: Federal Energy Regulatory Commission, 888 First Street, N.E., Washington, D.C. 20426, [Attention: Information Clearance Officer, Office of the Executive Director, email: dataclearance@ferc.gov, phone: (202) 502-8663, fax: (202) 273-0873] Please send comments concerning the collections of information and the associated burden estimate(s), to the contact listed above and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503 [Attention: Desk Officer for the Federal Energy Regulatory Commission, phone (202) 395-0710, fax: (202) 395-7285]. Due to security concerns, comments should be sent electronically to the following e-mail address: oira\_submission@omb.eop.gov. Please reference the OMB control numbers identified above in your submission.

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.

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File Format Information

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. The file and the media must be Windows compatible. An example of a "TAB" delimited file adhering to the prescribed electronic filing formats is also provided. There are two important instructions regarding "TAB" delimited files:
   * 1. 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 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 of 00 – hexadecimal).
     2. 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>2011<TAB><TAB>123456

The double "TAB" characters denote a blank entry for the beginning balance data item in this record.

* + 1. You must add a hard return to the end of each line of data.

1. 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).
2. All information required to be filed should be recorded in one file. The naming convention for this file is: "ICNNNNNNYYMM.TAB", where "I" is the file name indicator used for the Index of Customers filing, "CNNNNNN" is the seven-character 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 "ICNNNNNNYYMM.TA1", "ICNNNNNNYYMM.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

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the quarter to which the revisions apply. The file name should be included in the transmittal letter accompanying the respondent's filing.

1. The definitions, instructions, and record type formats for this electronic filing specify explicitly the data items to be reported and the sequence for recording each data item.
2. All fields must adhere to the following conventions for coding data on the electronic filing:

A. 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. B. Do not include commas in reporting any numeric value.

1. Footnotes. Footnotes may be used to submit additional information about any data item(s) included in this report. A "Footnote" record is provided for this purpose.
2. Source of Codes.

A.ID - Use the FERC seven-character code for the respondent's

. An updated list of seven-character codes is

provided on the Commission’s web site at http://www.ferc.gov/ industries/gas/gen-info/reg-fil.asp.

* 1. If your pipeline is not listed, obtain a ID at Company

Registration, located at http://www.ferc.gov/docs-filing/companyreg.asp.

* 1. 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) as approved in Order No. 581.
  2. 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.
  3. Point Identification Code - Use the North American Energy Standards Board’s Location (LOC) data element as defined at NAESB WGQ Standard No. 0.4.4.

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| Index of Customers  Electronic Filing Guide | Instructions | Use an “H” to identify the header record. | Enter the full legal name. |  | Enter the date the pipeline expects to file  this report with the Commission using the  format provided. | Enter “O” if original filing or “R” if revised  filing. | Enter the  date of the first day of the  calendar quarter in the format provided. | Enter “B” for MMBtu, T for Dth and F for  Mcf. | Enter “B” for MMBtu, T for Dth  and F for  Mcf. | Enter full name of contact person and  telephone number including area code | 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). |
| Enter the 7characterFERC |
| Max  Length | 1 | 255 | 7 | 10 | 1 | 10 | 1 | 1 | 50 | 50 |
| Format or Value | H | char | char | mm/dd/yyyy | char | mm/dd/yyyy | char | char | char | char |
| Item | Record identifier | aPipelinenameb | ID | Report date | Original/Revised indicator | First day of calendar quarter | Unit of measurement for  transportation MDQ | Unit of measurement for  storage MDQ | Contact person & phone  number | Footnote ID |
| Item  ID | Header Record |  |  | c | d | e | f | g | h | i |
| Data Type | Enter only one  Header Record  per filing. | | | | | | | | |

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|  | | Instructions | Enter “D” to identify each record of detailed  information. | Enter the full legal name. | Enter the D  -  U  -  N  -  S  number. | Enter Y if the shipper is an affiliate of the  pipeline, otherwise enter N. | Enter precisely as reported in FERC Forms 2  or 2A, as approved in Order No. 581. | Enter the respondents own designation for  the contract or agreement. | Enter using the format provided making  sure to include a four digit year. | Enter  the expiration date of the primary  term of the contract using the format  provided making sure to include a four digit  year. |  |
| Index of Customers  Electronic Filing Guide |  |
| Max  Length | 1 | 75 | 17 | 1 | 30 | 30 | 10 | 10 |  |
| Format or Value | D | char | num | Y or N | char | char | mm/dd/yyyy | mm/dd/yyyy |  |
| Item | Record identifier | Shipper name | Shipper ID | Shipper Affiliation Indicator | Rate Schedule | Contract Number | Contract Effective Date | Contract Primary Term  Expiration Date |  |
| Item  ID | Detail Record | j | ya | yb | k | yc | l | m |  |
| Data Type | Enter one Detail  record for each  combination of  shipper / rate  schedule /  contract. | | | | | | | |
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| Detail Record (continued) | 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 rollover or evergreen  period. (E.g., if contract continueson  monthly basis, enter 31; if annual, enter  365  ; if unknown or non-specific, leave  blank, but include pertinent contract  expiration information in a footnote). | Enter Y if contract includes negotiated  rates, otherwise enter N. | Enter quantity in units specified in item f. | Enter quantity in units specified in item g.  Enter the largest quantity of natural gas the  pipelines obligated to store for the shipper  under the contract. | 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  xif footnote applies to entire record, e.g.,  x10). |
| 5 | 1 | 15 | 15 | 50 |
| num | Y or N | num | num | char |
| Days Until Next Possible  Contract Expiration | Negotiated Rates Indicator | For Transportation, Max Daily  Quantity | For Storage, max Daily  Quantity | Footnote ID |
| n | yd | o | p | q |
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| Index of Customers  Electronic Filing Guide | Instructions | Enter “A” to identify each record of detailed  information. | Enter the full  legal name. | Enter | 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). |  | 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. |
| Max  Length | 1 | 75 | 1 | 50 |
| Format or Value | A | char | Y or N | char |
| Item | Record identifier | Agent or Asset Manager Name | Agent or Asset Manager  Affiliation Identifier | Footnote ID |
| Item  ID | Agent Record | ye | yf | yg |
| Data Type | 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. | | | | |

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|  | | Instructions | Enter  “P” to identify each record of detailed  information. | 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 | Enter the  Location N  ame  (  LOC Name  )  of  the pointor facility. | Enter 9  5  whenever  item yk is  the  Transmission Service Provider’s Location  (  ).  LOC | Enter the  Transmission Service Provider’s  Location (LOC). | Enter the zone name for the point reported. | Enter quantity in units specified in item f. |  |
| Index of Customers  Electronic Filing Guide |  |
| Max  Length | 1 | 2 | 35 | 2 | 17 | 20 | 15 |
| Format or Value | P | char | char | char | char | char | num |
| Item | Record identifier | Point Identifier Code | Point Name | Point identification Code  Qualifier | Point identification Code | Zone Name | For trans. max daily quantity |
| Item  ID | Point Record | yh | yi | yj | yk | yl | ym |
| Data Type | 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. | | | | |  |
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|  | Enter quantity in units specified in item g. | 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 pert  ain 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. |  |  | | Instructions | Enter F to identify each footnote  record  . | Enter the footnote number correspondence  to any Footnote Id’s referenced in the other  records. The footnote Number is that part  of the Footnote Id without the Item Id  character. E.g., if a Footnote Id entered on  the Header record is “el”, then the Footnote  Number to report in this field is “1” | 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. You  may have several lines of 80 characters for  a single footnote. Neither is it necessary to  pad a line to the 255  th  character. |
| Point Record (continued) | Index of Customers  Electronic Filing Guide |  |
| 15 | 50 | Max  Length | 1 | 3 | 255 |
| num | char | Format or Value | F | Num | Char |
| For storage,  max daily quantity | Footnote Id | Item | Footnote Block  Identifier | Footnote Number | Footnote Text |
| yn | yo | Item  ID | Footnote Record | R | s |
|  |  | Data Type | Enter one Footnote  record for each 255  character segment of a  footnote. | |
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