FEDERAL ENERGY REGULATORY COMMISSION

Office of the Secretary

Instruction Manual
Form 549B, Index of Customers

Form Approved
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GENERAL INFORMATION

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

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:

   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 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).

   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>2011<TAB><TAB>123456
      The double "TAB" characters denote a blank entry for the beginning balance data item in this record.

   c) You must add a hard return to the end of each line of data.

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: "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

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 each data item.

5. 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.

6. 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.

7. Source of Codes.

   Company A.ID - Use the FERC seven-character code for the respondent's company . An updated list of seven-character company codes is provided on the Commission's web site at http://www.ferc.gov/industries/gas/gen-info/reg-fil.asp.

   B. If your pipeline is not listed, obtain a Company ID at the Company Registration, located at http://www.ferc.gov/docs-filing/companyreg.asp.

   C. 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.

   D. 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.

   E. 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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Item ID	Item	Format or Value	Max Length	Instructions
	Record identifier	H	1	Use an "H" to identify the header record.
	aPipelinenameb	char	255	Enter the full legal name.
b	Company ID	char	7	Enter the 7characterFERC company D.
c	Report date	mm/dd/yyyy	10	Enter the date the pipeline expects to file this report with the Commission using the format provided.
d	Original/Revised indicator	char	1	Enter "O" if original filing or "R" if revised filing.
e	First day of calendar quarter	mm/dd/yyyy	10	Enter thdate of the first day of the calendar quarter in the format provided.
f	Unit of measurement for transportation MDQ	char	1	Enter "B" for MMBtu, T for Dth and F for Mcf.
g	Unit of measurement for storage MDQ	char	1	Enter "B" for MMBtu, T for Dth and F for Mcf.
h	Contact person & phone number	char	50	Enter 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).

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Format or Value	Max Length	Instructions
D	1	Enter "D" to identify each record of detailed information.
char	75	Enter the full legal name.
num	17	Enter the D-U-N-S number.
Y or N	1	Enter Y if the shipper is an affiliate of the pipeline, otherwise enter N.
char	30	Enter precisely as reported in FERC Forms 2 or 2A, as approved in Order No. 581.
char	30	Enter the respondents own designation for the contract or agreement.
mm/dd/yyyy	10	Enter using the format provided making sure to include a four digit year.
mm/dd/yyyy	10	Enter the expiration date of the primary term of the contract using the format provided making sure to include a four digit year.

Data Type
Header Record
Enter only one Header Record per filing.

Detail Record (continued)	
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 rollover or evergreen period. (E.g., if contract continues on monthly basis, enter 31; if annual, enter 365; if continuation of non-specific, enter blank, but include pertinent expiration information in a contract footnote).
1	Enter Y if contract includes negotiated rates, otherwise enter N.
15	Enter quantity in units specified in item f.
15	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.
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 xif footnote applies to entire record, e.g., x10).

Item	Item ID	Data Type
Record identifier	Detail Record	
Shipper name	j	Enter one Detail record for each combination of shipper / rate schedule / contract.
Shipper ID	ya	
Shipper Affiliation Indicator	yb	
Rate Schedule	k	
Contract Number	yc	
Contract Effective Date	l	
Contract Primary Term Expiration Date	m	

	n	Days Until Next Possible Contract Expiration	num
	yd	Negotiated Rates Indicator	Y or N
	o	For Transportation, Max Daily Quantity	num
	p	For Storage, max Daily Quantity	num
	q	Footnote ID	char

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Instructions
Enter “A” to identify each record of detailed information.
Enter the fulllegal name.
Enter "Y" or "N" if affiliated with the pipeline.
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).

Data Type	Item ID	Item	Format or Value	Max Length
	Agent Record	Record identifier	A	1
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
	yf	Agent or Asset Manager Affiliation Identifier	Y or N	1
	yg	Footnote ID	char	50
	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.			

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Item ID	Item	Format or Value	Max Length	Instructions
	Record identifier	P	1	Enter "P" to identify each record of detailed information.
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
yi	Point Name	char	35	Enter the Location Name (LOC Name) of the point or facility.
yj	Point identification Code Qualifier	char	2	Enter 9 whenever item yk is the Transmission Service Provider's Location (LOC)
yk	Point identification Code	char	17	Enter the Transmission Service Provider's Location (LOC).
yl	Zone Name	char	20	Enter the zone name for the point reported.
ym	For trans. max daily quantity	num	15	Enter quantity in units specified in item f.

Point Record (continued)

	yn	For storage 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., 7yj indicates footnote 7 applies to item yj. Use x if footnote applies to entire record, e.g., x7).

Note: The Point records which report 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.

Data Type	Point Record
	Enter as many Point records as necessary to provide complete quantity reported in each Detail record.

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Data Type	Item ID	Item	Format or Value	Max Length	Instructions
Footnote Record		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 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"
	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. You may have several lines of 80 characters for a single footnote. Neither is it necessary to pad a line to the 255th character.