

FEDERAL ENERGY REGULATORY COMMISSION  
OFFICE OF ENERGY MARKET REGULATION



Instruction Manual  
Form 549B, Index of Customers  
Approved OMB No. 1902-0169  
OMB Authorization Expiration Date: 11/30/2014

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

### **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/docs-filing/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 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.

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 on a disk, 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

## 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 on page thirteen. There are three 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.
- 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 hard return.

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 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.

- 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>.
- B. If your pipeline is not listed, call Tiquana Taylor at 202-502-8551 and a Pipeline ID will be assigned.
- 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 2 or 2-A as approved in Oder No. 581.
- D. Shipper ID - Use the unique Data Universal Number System (D-U-N-S) Number assigned by the Dun and Bradstreet Corporation and accepted by the North American Energy Standard Board (NAESB) as the common code for the shipper.
- E. 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).

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Data Type	Item ID	Item	Format or Value	Max Length	Instructions
<b>Header Record</b>		Record Identifier	H	1	Use an "H" to identify the Header Record.
Enter only one Header Record Per filing.	a	Pipeline Name	char	255	Enter the full legal name.
	b	Pipeline ID Code	num	3	Enter the three-digit FERC Pipeline Code.
	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 it's an original filing or "R" if it's a revised filing.
	e	First Day of Calendar Quarter	mm/dd/yyyy	10	Enter the date 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 and 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 IDs 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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Data Type	Item ID	Item	Format or Value	Max Length	Instructions
<b>Detail Record</b>		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.
	ya	Shipper ID	num	17	Enter the D-U-N-S number.
	yb	Shipper Affiliation Indicator	Y or N	1	Enter "Y" if the 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, as approved in Order No. 581.
	yc	Contract Number	char	30	Enter 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 four-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 four-digit year.
	Yd	Days Until Next Possible Contract Expiration	num	5	If Contract Primary Term Expiration Date has passed and contract continues under an "evergreen" or "rollover" provision, as defined in Order No. 636 (111 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 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 Daily 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., b10 indicates footnote 10 applies to item b. Use x if footnote applies to entire record, e.g., x10).



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Data Type	Item ID	Item	Format or Value	Max Length	Instructions
<b>Agent Record</b>		Record Identifier	A	1	Enter "A" to identify each record of detailed 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 Identifier	Y or N	1	Enter the D-U-N-S number.
	yg	Footnote ID	char	50	Enter up to 10 Footnote IDs 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.					

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Data Type	Item ID	Item	Format or Value	Max Length	Instructions
<b>Point Record</b>		Record Identifier	P	1	Enter "P" to identify each record of detailed 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 Maximum Daily Quantity	num	15	Enter quantity in units specified in Item f.

Point Record (continued)					
Data Type	Item ID	Item	Format or Value	Max Length	Instructions
	yn	For Storage, Maximum Daily Quantity	num	15	Enter quantity in units specified in Item g.
	yo	Footnote ID	char	50	Enter up to 10 Footnote IDs 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.

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<b>Data Type</b>	<b>Item ID</b>	<b>Item</b>	<b>Format or Value</b>	<b>Max Length</b>	<b>Instructions</b>
<b>Footnote Record</b>		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 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 "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. You may have several lines of 80 characters for a single footnote. It is not necessary to pad a line to the 255 <sup>th</sup> character.

### Illustration of Tab Delimited File in Excel Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K
1	H	Cameron Interstate Pipeline, LLC	224	10/1/2011	0	10/1/2011	T	T	William Rapp (619) 699-5050		
2	D	ENI USA Gas Marketing LLC	172030921	N	FTS	FTS-ENI-0001	6/30/2009	6/30/2029	6410	Y	623,000
3	A										
4	P	M2	Cameron LNG	29	772296	Zone 1		623,000			
5	P	MQ	Transco	29	772294	Zone 1		623,000			
6	D	Sempra LNG Marketing LLC	824773373	Y	FTS	FTS-SLN-0005	1/1/2011	12/31/2011	92	N	50,000
7	P	M2	Cameron LNG	29	772296	Zone 1		50,000			
8	P	MQ	Transco	29	772294	Zone 1		20,000			
9	P	MQ	Tennessee	29	772292	Zone 1		20,000			
10	P	MQ	Texas Eastern	29	772293	Zone 1		10,000			

### Illustration of Tab Delimited File Showing Tab Codes

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H → "Cameron Interstate Pipeline, LLC" → 224 → 10/1/2011 → 0 → 10/1/2011 → T
→ T → William Rapp (619) 699-5050 → → ¶
D → ENI USA Gas Marketing LLC → 172030921 → N → FTS → FTS-ENI-0001
→ 6/30/2009 → 6/30/2029 → 6410 → Y → "623,000"¶
A → → → → → → → → → ¶
P → M2 → Cameron LNG+29 → 772296 → Zone 1 → → "623,000" → →
→ ¶
P → MQ → Transco → 29 → 772294 → Zone 1 → → "623,000" → →
→ ¶
D → Sempra LNG Marketing LLC → 824773373 → Y → FTS → FTS-SLN-0005
→ 1/1/2011 → 12/31/2011 → 92 → N → "50,000"¶
P → M2 → Cameron LNG+29 → 772296 → Zone 1 → → "50,000" → →
→ ¶
P → MQ → Transco → 29 → 772294 → Zone 1 → → "20,000" → →
→ ¶
P → MQ → Tennessee → 29 → 772292 → Zone 1 → → "20,000" → →
→ ¶
P → MQ → Texas Eastern → 29 → 772293 → Zone 1 → → "10,000" →
→ → ¶
    
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