

# 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)
	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)

### Second Example

Document 1	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)

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## Second Example (cont.)

Document 2      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)

## B. Format Characteristics

1. 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.
2. Numeric digits are represented by a “9” with the maximum number of characters in the field, e.g., 9(9).
3. Signed numerics are represented by a numeric field followed by a “-“ sign, e.g., 9(9)-.
4. Use MMYYYY formatted as text for dates.
5. Do not use quotation marks (“ ”) or apostrophes (’).
6. Right justify numeric fields. Do NOT add leading zeros. Leading zeros will be added during the conversion process where needed.
7. 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”).
8. API Gravity should be reported with no decimals (e.g., 35.6 should be reported as 356).
9. The OGOR-B line numbers need to start as 2001 and OGOR-C line numbers need to start with 3001.

## C. OGOR CSV Record Layout

When working with the layout, regard each Record Type as an individual row of information. The Column field only indicates what column the data is entered in.

Column	Description	Max. Width	Field Requirements
<b>Header</b>			
A	Record type	X(2)	Complete with a literal “H1”
B	Document Type Code	X(4)	Complete with a literal “OGOR”
C	Original, Modified, or Replacement Indicator	X(1)	Complete with a literal “O”, “M” or “R”

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Column	Description	Max. Width	Field Requirements
D	Production Month	X(6)	Complete using MMYYYY format (e.g., 012004)
E	Operator Number	X(5)	Complete with valid data
F	Operator Name	X(30)	Complete with valid data
G	Operator Lease/Agreement Number	X(20)	Complete or leave blank
H	Operator Lease/Agreement Name	X(30)	Complete or leave blank. If field is used, special characters must be isolated by spaces (e.g., 1A & 2A)
I	ONRR Lease/Agreement Number	X(11)	Complete with valid data or leave blank. If using an ONRR lease number, complete with a valid ONRR-converted lease number consisting of 10 digits (a 3-digit prefix, 6-digit body, and 1-digit suffix). The field can accommodate 11 digits (including a 2-digit suffix for future needs). If a lease number has a single-digit suffix, left justify and fill with spaces. If using an ONRR agreement number, complete with a valid ONRR agreement number. This field accommodates 11 digits. An agreement number consists of three parts. Prefix = X(3) left-justified; body = X(6) right justified; suffix = X(2) left justified. All parts are upper case alpha/numeric.
<b>Detail Record A</b>			
A	Record Type	X(2)	Complete with a literal "LA".
B	Line Number	9(4)	Complete with sequential line numbers. Right justify with leading zeros.
C	Action Code	X(1)	Complete with a literal "A" for Add or "D" for Delete.
D	API Well Number	X(12)	Complete with valid data.
E	Producing Interval	X(1)9(2)	Complete with valid data.
F	Operator Well Number	X(15)	Complete or leave blank.
G	Well Status Code	X(5)	Complete with a valid code.
H	Days Produced	9(2)	Complete with valid data or leave blank.
I	Oil/Condensate Production Qty	9(9)	Complete with valid data or zero.
J	Gas Production Qty	9(9)	Complete with valid data or zero.
K	Water Production Qty	9(9)	Complete with valid data or zero.
L	Injected Qty	9(9)	Complete with valid data or zero.

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Column	Description	Max. Width	Field Requirements
<b>Detail Record B</b>			
A	Record Type	X(2)	Complete with a literal “LB”
B	Line Number	9(4)	Complete with sequential line numbers. Right justify beginning with line number 2001
C	Action Code	X(1)	Complete with a literal “A” for ADD or “D” for Delete
D	Disposition Code	X(4)	Complete with a valid code.
E	Metering Point Number	X(11)	Complete with valid data or leave blank.
F	Gas Plant Number	X(11)	Complete with valid data or leave blank.
G	API Gravity	9(2)V(1)	Complete with valid data or leave blank.
H	Btu Factor	9(4)	Complete with valid data or leave blank.
I	Oil/Condensate Disposed Qty	9(9)	Complete with valid data or zero.
J	Gas Disposed Qty	9(9)	Complete with valid data or zero.
K	Water Disposed Qty	9(9)	Complete with valid data or zero.
<b>Detail Record C</b>			
A	Record Type	X(2)	Complete with a literal “C”
B	Line Number	9(4)	Complete with sequential line numbers. Right justify beginning with line number 3001
C	Action Code	X(1)	Complete with a literal “A” for ADD or “D” for Delete
D	Product Code	X(2)	Complete with a valid code.
E	Inventory Storage Point Number	X(11)	Complete with valid data or leave blank.
F	Metering Point Number	X(11)	Complete with valid data or leave blank.
G	API Gravity	9(2)V(1)	Complete with valid data or leave blank.
H	Beginning Inventory Qty	9(9)-	Complete with valid data or zero.
I	Production Qty	9(9)	Complete with valid data or zero.
J	Sales Qty	9(9)	Complete with valid data or zero.
K	Adjustment Code	X(4)	Complete with a valid code or leave blank.
L	Adjustment Volume	9(9)-	Complete with valid data or zero.
M	Ending Inventory Qty	9(9)	Complete with valid data or zero.
<b>Trailer Record 1</b>			
A	Record Type	X(2)	Complete with a literal “T1”
B	Line Count	9(5)	Complete with sequential line numbers. Right justify with leading zeros (number of LA, LB, and LC lines for the OGOR).
C	Contact Name	X(30)	Complete with valid data.

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Column	Description	Max. Width	Field Requirements
D	Phone Number	X(10)	Complete using 9999999999 format (e.g., 8005551234).
E	Phone Extension	X(5)	Complete or leave blank.
F	Authorization Date	X(8)	Complete using MMDDYYYY format (e.g., 01312004).
<b>Trailer Record 2 (optional)</b>			
A	Record Type	X(2)	Complete with a literal “T2”
B	Comments	X(60)	Complete or leave blank. If field is used, special characters must be isolated by spaces (e.g., 1A & 2A).
<b>Trailer Record 3 (optional)</b>			
A	Record Type	X(2)	Complete with a literal “T3”
B	Total Oil/Condensate Prod Qty	9(9)	Complete with valid data or zero.
C	Total Gas Produced Qty	9(9)	Complete with valid data or zero.
D	Total Water Produced Qty	9(9)	Complete with valid data or zero.
E	Total Oil/Condensate Injected Qty	9(9)	Complete with valid data or zero.
F	Total Gas Injected Qty	9(9)	Complete with valid data or zero.
G	Total Water Injected Qty	9(9)	Complete with valid data or zero.
H	Total Oil/Condensate Disposed Qty	9(9)	Complete with valid data or zero.
I	Total Gas Disposed Qty	9(9)	Complete with valid data or zero.
J	Total Water Disposed Qty	9(9)	Complete with valid data or zero.
K	Total Beginning Inventory Qty	9(9)	Complete with valid data or zero.
L	Total Production Qty	9(9)	Complete with valid data or zero.
M	Total Sales Qty	9(9)	Complete with valid data or zero.
N	Total Adjustments Qty	9(9)	Complete with valid data or zero.
O	Total Ending Inventory Qty	9(9)	Complete with valid data or zero.
<b>Trailer Record R</b>			
A	Record Type	X(2)	Complete with a literal “TR”
B	Document Count	9(5)	Complete using the total number of Record H1 lines reported for the individual OGORs in a file.