

Diskette/ETS Format Standards - 3rd party

Diskette Specifications

The DOE will accept information on the following diskette types:

- IBM/Compatible format
3.50" - 1.44 MB or 720KB

Diskette/ETS Record Layout

- All data is in ASCII format.
- The field position is in either fixed format or delimited ASCII format. In fixed format, the starting position of each field must be consistent with the starting position indicated on the record descriptions. In delimited ASCII format, each field must be separated with a delimiter that is either a TAB or a space.
- The layout of each of the records must follow the record descriptions on the following pages. The filler specified at the end of the records is not required for diskettes or ETS submissions.
- The end of each record is designated by a carriage return (<CR>) or carriage return/linefeed (<CR><LF>).

Diskette/ETS - Spreadsheet Export (Tab/Space Delimited Text File)

Tab-delimited files can usually be created from spreadsheet packages, database packages or query tools. Excel can create a text file where the columns are separated by tab characters (tab-delimited). Lotus can create a file where the columns are separated by spaces. Both formats are acceptable submission formats. If the Gas Transmission information is maintained in an Excel or Lotus spreadsheet, that information can be submitted using the following method:

- The spreadsheet must be created to contain all the information listed under the section labelled 'Record Descriptions'. Each field listed must be entered into a separate column in the spreadsheet. Each column must contain a value for every row in the spreadsheet. Some information may be replicated on several or all rows (ex. record type, delivery month and company code). If you are using Lotus, you cannot leave any of the columns blank. If the column is not applicable, you must enter a zero.
- The spreadsheet must be saved in a **text** format. In most common spreadsheet packages, this is accomplished by specifying a file format of 'text' after specifying the 'save as' option. This will produce a tab delimited file from Excel or a blank-delimited file from Lotus. This **text** file is the file that must be placed on the diskette.
- Before saving the spreadsheet, check that all numeric columns are formatted to the correct number of decimal places and that the columns are wide enough to display the full value.
- The spreadsheet may contain column headings to make maintenance easier. When defining the column headings you must ensure that the first column heading on the spreadsheet does not begin with a number.