

# Instructions for the Excel Version of the Natural Gas Transmission and Distribution Survey

This documentation guides you through the electronic features of the Excel version of the Natural Gas Transmission and Distribution Survey. This is used to supplement the guidance found in the General Instructions. Just like the paper survey, the data provided represents calendar year 2007 operations, except for the STAR worksheets, which will contain information from a program's inception until the present.

***Important: Before opening the survey, the Macro Security must be set to allow macros to run. In most versions of Excel there is a selection that prompts users to enable or disable macros. For versions of Excel prior to 2007, this function can be found in the Tools – Macro – Security menu. In Excel 2007, this function can be found in the Developer tab, in the Code group, and then select Macro Security.***

The Excel workbook is broken into multiple worksheets that correspond to the paper survey tables. The worksheets (tables) can be selected by clicking the tabs at the bottom of the screen. There are more tabs than can be displayed on the screen at one time. You may navigate through all the tabs using the arrows in the lower left corner of the screen.

Many of the cells contain dropdown menus to limit input. These dropdown menus are indicated by the appearance of an arrow to the right of the cell upon activation. Many of the cells also limit inputs to numerical values so that calculations can be performed on the input. The appropriate units for entering data will be indicated in the cell headers.

On some worksheets you will notice red triangles in the upper right corner of a cell. This indicates that there is a comment to aid in filling out that specific cell or a general comment for the worksheet.

When filling out the worksheets it is advised to proceed in the same sequence as the paper survey because there are pulldown menus and other features that depend on a previous worksheet being filled out to correctly function.

**Please pay attention to the units indicated in each field description.**

The first worksheet, Table\_1, corresponds to the Entity Demographics table from the paper survey. Fill out as instructed in the General Instructions. For sector you may select Transmission, Distribution or Both. The appropriate cells and worksheets in the remainder of the workbook will be displayed based on this selection. If you feel that you are missing a cell or worksheet that you need to fill out, you may return to this page and select Both which will allow for everything to be filled out.

The second worksheet, Table\_2, corresponds to the Pipelines table from the paper survey. Depending on your sector selection, the appropriate fields will be displayed for you to fill out. As stated above, if there are fields that you feel should be filled out you may return to the Table\_1 worksheet and select Both for the sector which will make all fields assessable. Please note the units when filling out this table

The Table\_3 worksheet corresponds to Metering and Regulation Station Counts table from the paper survey. Again, depending on your sector selection, the appropriate fields will be displayed for you to fill out. As stated above, if there are fields that you feel should be filled out you may return to the Table\_1 worksheet and select Both for the sector which will make all fields assessable. Enter the number of stations in each California air district indicated at the top of the worksheet. The station descriptions are locked in place to remain visible as you scroll across the air districts.

Depending on your Sector selection in the Table\_1 worksheet, the following worksheets may or may not be visible:

Table Number	Paper Table Title
4	Combustion Facility Description
5	Energy Consumption
6	Combustion Equipment
7	Electric Equipment Prime Mover
8	Compressors
9	Natural Gas Actuated Pneumatic Devices
10	Natural Gas Dehydration
11	Vapor Recovery and Emergency Flare
12	U.S. EPA Natural Gas STAR Program – Natural Gas Dehydrators
13	U.S. EPA Natural Gas STAR Program – Compressors

If there are worksheets listed above that you feel should be filled out, then return to the Table\_1 worksheet and select Both for the sector which will cause all worksheets to become visible.

The fourth worksheet, Table\_4, corresponds to the Combustion Facility Description table from the paper survey. This worksheet must be filled out for every facility that contains a combustion source captured in this survey before continuing on to subsequent sheets. Subsequent worksheets make sure a facility description with a Unique Facility ID has been completed before you are allowed to enter a Unique Facility ID in any subsequent worksheet. Place each facility on its own row in this worksheet.

The Table\_5 worksheet corresponds to the Energy Consumption table from the paper survey. This worksheet requires a Unique Facility ID to be created in the Table\_4

worksheet before you are able to select it from the dropdown menu. Only Unique Facility IDs found on the dropdown menu are allowed when filling out this worksheet. The input for fuel usage is limited to numerical inputs. The appropriate units are indicated in the header.

The Table\_6 worksheet corresponds to the Combustion Equipment table from the paper survey. This sheet requires a Unique Facility ID to be created in the Table\_4 worksheet before you are able to select it from the dropdown menu. Only Unique Facility IDs found on the dropdown menu are allowed when filling out this worksheet. Once the equipment type is selected the Detail column will allow for selection of further relevant description of equipment where appropriate. Until an equipment type is selected the Detail column will not have a dropdown menu. Capacity, Hours Operated, Fuel Volumes and HHV are restricted to numerical inputs. Select up to three types of control equipment. If necessary, additional control equipment descriptions can be added in the comments section.

The next worksheet, Table\_7, corresponds to the Electric Equipment Prime Mover table from the paper survey. This sheet requires a Unique Facility ID to be created in the Table\_4 worksheet before you are able to select it from the dropdown menu. Only Unique Facility IDs found on the dropdown menu are allowed when filling out this worksheet. Manufacture Year, Rated Size, Hours Operated, and Average Hours Operated are all limited to numerical inputs.

The Table\_8 worksheet corresponds to the Compressors table from the paper survey. This sheet requires a Unique Equipment ID to be created in the Table\_6 or Table\_7 worksheets before you are able to select it from the dropdown menu. Only Unique Equipment IDs found on the dropdown menu are allowed when filling out this worksheet. The majority of cells in this worksheet are limited to numerical values only.

The Table\_9 worksheet corresponds to the Natural Gas Actuated Pneumatic Devices table from the paper survey. This sheet requires a Unique Facility ID to be created in the Table\_4 worksheet before you are able to select it from the dropdown menu. Only Unique Facility IDs found on the dropdown menu are allowed when filling out this worksheet. The majority of cells in this worksheet are limited to numerical values only.

The Table\_10 worksheet is the Natural Gas Dehydration table from the paper survey. This sheet requires a Unique Facility ID to be created in the Table\_4 worksheet before you are able to select it from the dropdown menu. Only Unique Facility IDs found on the dropdown menu are allowed when filling out this worksheet. The majority of cells in this worksheet are limited to numerical values only.

The Table\_11 worksheet is the Vapor Recovery and Emergency Flare table from the paper survey. This sheet requires a Unique Facility ID to be created in the Table\_4 worksheet before you are able to select it from the dropdown menu. Only Unique Facility IDs found on the dropdown menu are allowed when filling out this worksheet. The majority of cells in this worksheet are limited to numerical values only.

All the STAR worksheets are identical to the paper survey and detailed instructions can be found in the General Instructions.

To further aid in filling out the survey we will be having a webinar on May 4, 2009. More details will be posted on our website and e-mailed to our list serve as the date approaches. For any questions, please contact Greg Mayeur at (916) 323-1095.