

\* On all of the inventory reporting forms, please do not use any commas, decimals, dollar signs, or any other punctuation.

\* The first line on all of the templates is an example.

Explanation of column headings for 4.1 mass file:

Company\_id: 6 digit company code  
As\_of\_Yr: Inventory reported as of year  
Acct\_Num: 8 digit account number used by ORPTS  
Comp\_Acct: Company account number if different than ORPTS account number  
Swis\_code: 6 digit code for each municipality  
Comp\_Td: Company tax district, not required  
Cost\_Incur: Cost incurred by – C for company, O for other  
Bal\_Sheet: Single digit 1 through 9. A complete listing of balance sheet numbers can be found here:  
Plant\_type: Left blank  
Install\_Yr: Year the inventory was installed  
Hw\_Grs\_Srv: Public surviving or additions, dollar amount with no commas, cents, or dollar signs  
Hw\_Retire: Any public retirements listed here  
Pv\_Grs\_Srv: Private surviving or additions, dollar amount with no commas, cents, or dollar signs  
Pv\_Retire: Any private retirements listed here

For the 4.6 Mass Form for Transmission Pipeline Companies:

PI\_Diam: Pipeline diameter  
PI\_Hw\_Feet: Feet of pipeline in public right of way  
PI\_Pv\_Feet: Feet of pipeline in private

For the 2.1 Structure file:

Location: 6 digit location code, company generated  
Facility: 3 digit facility code, company generated  
Sub\_fac: 2 digit code, company generated, can be zero filled

For the 5.1 Balance File:

Hway\_Real: Amount of balance in the public right of way  
Pvt\_Real: Amount of balance in private  
Total\_amt: Total of highway and private

\* If you require any further clarification, please contact a member of the Utility Reporting Unit:

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