



Gas Industry Standards Board

1100 LOUISIANA, SUITE 4925. HOUSTON, TEXAS, 77002
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HOME PAGE: www.gisb.org

February 16, 1999

TO: GISB Members, Posting on the Web Page for Interested Industry Participants
FROM: Rae McQuade, Executive Director
RE: Final EII Task Force Meeting Minutes - January 20, 1999

I. Administrative

The meeting opened at 8:30 a.m. Mr. Caldwell opened the meeting and welcomed the attendees. He thanked the host, Colorado Interstate Gas, for the use of their facilities. Mr. Buccigross gave the antitrust advice. Attendees introduced themselves. The agenda was adopted with changes. The meeting minutes of December 18, 1998 were adopted with changes. The meeting is transcribed and transcripts can be ordered from Ak/Ret Reporting, (512) 882-9037.

II. Storage Related Requests

R98040 Mr. Ng described the request and a work paper was provided.

Motion:

Motion made by Mr. Ng, seconded by Ms. Davis, and amended through the discussion:

IR36 Instruct Information Requirements Subcommittee to accommodate a flowing gas related business practice to allow the reporting of storage data, where such services are provided by the Transportation Service Provider, through the addition of new data elements or code values based on the following list:

- Accounting Adjustment
- Accounting Period
- Associated Contract
- Balance Percent
- Beginning Balance
- Confirmed Injection
- Confirmed Transfer
- Confirmed Withdrawal
- Contact Person
- Contract Number
- Ending Balance
- Ending Storage Balance
- Excess Injection / Withdrawal
- Flow Date
- Fuel Quantity Injection / Withdrawal
- Gross Quantity Injection / Withdrawal
- Inventory Shrinkage
- Location
- Maximum Daily Quantity - Injection / Withdrawal - Subject to ratchet terms
- Maximum Daily Storage Quantity
- Net activity
- Net Quantity - Injection / Withdrawal
- Preparer ID
- Rate Schedule
- Service Requester



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- Statement Basis
- Statement Date
- Storage Contract Quantity
- Trade Injection / Withdrawal
- Transaction Type
- Transfer -Injection / Withdrawal
- Transportation Service Provider
- Un-nominated storage

or through the addition of a new flowing gas related data set.

Discussion:

The nature of the business practice being mutually agreeable was examined, as was the applicability to park and loan services. The data set was to apply to storage and keep the park and loan service separate. Instead of mutually agreeable, an alternative was discussed that the data set should be used to allow storage reporting where storage services are provided by the TSP. Concern was raised that a customer would request this data set from its storage service provider and because it is mutually agreeable, the customer could be denied his request for the data set.

Action:

Motion carried unanimously.

R98050

The motion was made to:

IR37

Instruct IR to address request R98050 with request R98040 for the additional data elements . The portion of R98050 relating to the Upload of Request for Download was withdrawn by the requester.

Action:

The motion carried unanimously.

R98065

Withdrawn by requester as a result of R98040.

R98071

Withdrawn by requester as a result of R98040.

III. Other EII Storage Requests, Data Set Changes and Work Papers

There were no other storage requests or work papers offered. The data ordering for the new data set, should one arise from request R98040, will be performed by IR and brought to EII.

IV. Remaining Flowing Gas Related Requests

R98073, R98077, R98079, R98080 and R98083 were withdrawn by Transco. Per the requester, R98078 may be addressed by the efforts of the Allocation Grid Drafting Team. R98078 was requested to be postponed until the Allocation Grid Drafting Team concludes its work.

R98084

After discussion, Mr. Keisler motioned which was seconded by Ms. Davis:

IR38

Instruct IR to accommodate the sending of data in the Measured Volume Audit Statement (2.4.6) that will communicate on a mutually agreeable basis a factor used to calculate the gas volume for orifice type meters.

Action:

Passed unanimously.



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V. Flat File Standards

Ms. Van Pelt reviewed the work paper regarding flat file standards. Standards d4, p6, p12, p13, p14, s16, s21, s30 are not changed as a result of the Technical Subcommittee review. The Technical Subcommittee recommended several changes, which were discussed by the EII Task Force and amended.

Motion: The motion was made to accept the following recommendations as changes to the proposed standards previously adopted by the EII Task Force:

- s25 GISB FF/EDM flat files should be formatted as ASCII comma separated value (CSV) files. This means:
- Rows are separated by a carriage return/line feed (CRLF).
 - Fields are separated by commas.
 - When a field contains a comma, the field should be enclosed by double-quotes.
 - Double-quotes should not be used within any data field.
 - When numeric data is negative, the minus sign should precede the number.
 - When numeric data contains decimal precision, the decimal point should be included within the field.
 - When numeric data contains one or more significant leading zeros, these zeros should be preserved in the flat file.
 - Date fields should be formatted as YYYYMMDD.
 - Time fields should be specified in a 24 hour format, formatted as HH:MM or HH:MM:SS, as applicable.
 - Date/Time fields should be formatted as YYYYMMDD HH:MM or YYYYMMDD HH:MM:SS when date and time are expressed in one GISB data element. Note that there should be exactly one space between the day (DD) and the hour (HH).
 - The maximum amount of data to be placed in a field should be limited to 256 characters.
 - When a field contains no data, the empty field should result in two delimiters next to each other. Note that there should be no blank spaces between the delimiters.
- s26 DELETE
- s27 For a GISB FF/EDM flat file, the first row of the file should be comprised of the standard abbreviations for GISB data elements, including any additional data elements added per GISB Standard No. [s21], in the order in which the corresponding data is to appear in all subsequent rows. The data element order is at the option of the sender. If a data element abbreviation is not recognized, the entire flat file should be rejected.
- S28 For GISB FF/EDM flat files, each transaction (e.g. nomination) should be contained in a single row.

Action: The motion passed unanimously.

The work paper also identified two issues:

issue 1 The Technical Subcommittee recommends that data element field lengths for GISB FF/EDM should not exceed the corresponding EDI/EDM field length. However, since the EDI/EDM field lengths are defaulted to the maximum field length for the ANSI ASC X12 data element to which the GISB data element is mapped, we also recommend that GISB define standard data element data types and corresponding field lengths in order to meet business requirements.



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issue 2 All data elements in the EDI files that are not associated with a GISB data element need to be examined to determine if they need to be added to the Flat File data dictionary. Two examples are Acknowledgment Type (BAK02) in the Confirmation Response and Measurement Basis in the Nomination Related data sets (indicating Dekatherms, Gigajoules or Gigacalories).

As a result of the discussion on the issues, the following motion was made by Mr. Keisler and seconded by Mr. Spangler: "Instruct IR to add data types and lengths to the data dictionary for nominations, flowing gas invoicing and capacity release." During discussion on the motion, several points were made:

- Concern was raised that the EC should first determine that IR should determine field lengths.
- As an alternate, the proposal was made to limit IR activity on field lengths for flat files only.
- It was noted that GISB uses field lengths currently for EDI that are set by the ANSI ASC X12 Committee, which may not be appropriate for GISB.
- This could be a significant amount of work that should first have EC approval so that IR does not spend several months on an effort that may not be approved.
- It is not a high priority issue considering the issues in front of IR today, and is complicated because of number of significant digits, rounding, and other similar issues.
- Possibly a plan for going forward and a plan to address existing data elements would be appropriate.
- It was also noted that instead of the motion to send information to IR, EII should notify the EC of the EII recommendation that GISB should add data types and lengths to the data dictionary for nominations, flowing gas invoicing and capacity release.
- Definition of field lengths and types are critical for the implementation of flat files, but is also needed for other forms of communication.

After further discussion, the motion was withdrawn.

Mr. Novak made the motion which was seconded by Ms. Hess and amended through discussion:

p17 Until such time as GISB standardizes field lengths for data elements, data element field lengths for FF/EDM should not exceed the corresponding field lengths defined for EDI/EDM as defined in the ANSI ASC X12 version in the GISB implementation guide in which the GISB data element was adopted.

Action:

Motion carries unanimously.

Also as a result of the issues and the use of ANSI ASC X12 data elements, the following motion was made by Mr. Spangler and seconded to :

T1 Instruct the Technical Subcommittee to investigate and make recommendations to the EII Task Force regarding ANSI ASC X12 data elements that are not GISB data elements but are used in EDI/EDM and which may be needed to implement FF/EDM.

Action:

The motion passed unanimously.



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VI. Proposed Invoicing Standards

The following motion was made by Mr. Scheel and seconded by Mr. Hartmann, with amendments:

s82 On the Invoicing Web page of the Customer Activities Web site, a mechanism should exist to allow for the Printing and Download of the Transportation Invoice for the current billing month.

Discussion:

It was intended to follow the current GISB standards on downloading. Several wanted the motion to apply to sales invoices as well. The motioner and seconder did not agree to modify the motion to apply to sales invoices. Concerns were raised that a term should be placed on the number of months the invoice is available for download and printing, and it was determined that the information should be available for at least six months, which was later amended to two months. Some noted that they do not currently allow download and printing of invoices from the web sites and did not have plans to do so. They expected that this standard would apply only for those pipelines that do currently offer the service. The motioner did not support the change from "should" to "may" to indicate that those companies that currently do not offer this service are not to be required to offer such service.

Several noted that a download/printing capability for invoicing would benefit both the pipeline in cost savings and customer support and resolve mis-directed or lost mail. Further discussion was made to allow this download of the invoice to substitute for the mailing of the invoice. If so, the printed copy for payment should be in a locked pdf format or such similar format that cannot be altered. Some observed that the supporting backup should already be available on the Customer Activities Web site.

Action:

The motion passed through the following balanced vote of 7.36 to 1.64:

Segment	For	Balanced For	Against	Balanced Against
End User	1	1	0	0
LDCs	2	2	0	0
Services	3	2	0	0
Producers	2	2	0	0
Pipelines	2	0.36	9	1.64
TOTAL	10	7.36	9	1.64

Mr. Scheel then made the following motion which was seconded by Mr. Hartmann to:

On the Downloaded and Printed Transportation Invoice, the data should be organized in logical groupings as defined in the Data Dictionary (GISB Standard No. 3.4.1).

Discussion:

Several noted that the Invoicing Task Force determined that GISB should not standardize the paper invoice. The Downloaded and Printed Invoice does not need to match the printed invoice which is mailed to the customer. It was requested of the motion maker that "should" be changed to "may" as the standard is more applicable as a



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model. The motion maker declined. Concern was raised that EII should concentrate on the core business, not on reporting. It was further noted in discussion of the concern that to change the Printed Invoice to a national format should require significant input from the pipeline customer base, which is not present at this meeting.

Action:

The motion failed through the following vote of 3.67 to 5.33:

Segment	For	Balanced For	Against	Balanced Against
End User	1	1	0	0
LDCs	0	0	2	2
Services	1	0.67	2	1.33
Producers	2	2	0	0
Pipelines	0	0	14	2
TOTAL	4	3.67	18	5.33

Mr. Novak offered the following standard as a motion which was seconded by Ms. Gussow:

s83 On the Invoicing Web page of the Customer Activities Web site, a mechanism should exist to allow for the Printing and Download of the Sales Invoice for the current billing month.

Action:

The motion passed through the following balanced vote of 6 to 0:

Segment	For	Balanced For	Against	Balanced Against
End User	1	1	0	0
LDCs	2	2	0	0
Services	3	2	0	0
Producers	1	1	0	0
Pipelines	0	0	0	0
TOTAL	7	6	0	0

Ms. Van Pelt noted that proposed standard s10 should be deleted:

s10 The sub-categories and the labels for the category of Invoicing should appear, if applicable, in the Navigational Area as follows:

- Transportation/Sales Invoice
- Service Requester Level Charge/Allowance Invoice
- Payment Remittance
- Statement of Account

Links supporting Mutually Agreeable sub-categories will follow these links. This does not preclude a further breakdown of sub-sub-categories within each sub-category from being listed in the Navigational Area.



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. During discussion, it was noted that if the functions are not currently made available on-line, they would not be required. No motion was made.

Mr. Keisler made the following motion, seconded by Ms. Van Pelt, to change s10 to the following:

s10 The sub-categories and the labels for the category of Invoicing should appear, if applicable, in the Navigational Area as follows:

- Invoice
- Payment Remittance
- Statement of Account

Links supporting additional sub-categories will follow these links. This does not preclude a further breakdown within each sub-category from being listed in the Navigational Area.

Action:

The motion passed unanimously.

VII. Data Groupings For Invoicing

Because the following motion failed, "On the Downloaded and Printed Transportation Invoice, the data should be organized in logical groupings as defined in the Data Dictionary (GISB Standard No. 3.4.1). ", Mr. Keisler noted that it was not necessary to review invoicing data groupings. Mr. Novak asked that the groupings be reviewed as they may be considered as a model. Ms. Van Pelt noted that the data groupings as prepared by the Information Requirements Subcommittee are not relevant for EII.

Mr. Novak made the following motion which was seconded by Ms. Scott, titled the Invoice Related Data Model:

m1 For representations of invoice related data and/or reports, the data may be organized in logical data groupings.

Discussion:

Before action was taken on the model, Ms. Hess reviewed the data groups for the Invoicing Data Groups. There were no changes to the work performed by Information Requirements Subcommittee. Ms. Hess was thanked for her review.

Action:

The recommended model passed unanimously through a simple majority vote.

VIII. Other Business

The following recommended standards are to be sent out for comment: 4.3.9, s10, s25, s27, s28, s53, s54, s82, s83, d12, d13, p17. The motion to send the recommended standards listed above out for comment carried unanimously. For voting on the standards at the Executive Committee on 1/21, Ms. Davis noted that proposed standards s66, s67 and s72 are not adequately staffed and should not have been recommended to go out for comment. This will be noted at the Executive Committee meeting tomorrow.



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V. Adjourn

The meeting adjourned at 5:30 p.m. The meeting for the first quarter is scheduled for:

CANCELLED	February 9 & 10	Houston	Transco
	February 25 & 26	Houston	Duke Energy
	March 8 & 9	Houston	Duke Energy
	March 17	Houston	Duke Energy

VI. Attendance¹

Name	Company	Email	GISB Member	Voter
PIPELINES				
Duncanson, Debra	ANR Pipeline	debra.duncanson@coastalcorp.com	✓	✗
LeCureaux, Stephanie	ANR Pipeline	stephanie.lecureaux@coastalcorp.com	✓	✓
Pollard, Joe	ANR Pipeline	joseph.pollard@coastalcorp.com	✓	✗
Aschbrenner, Clancy	Colorado Interstate Gas	clancy.aschbrenner@coastalcorp.com	✓	✓
Griffith, Bill	Colorado Interstate Gas	william.griffith@coastalcorp.com	✓	✓
Ng, Micheal	Columbia Gas Transmission	mng@columbiaenergygroup.com	✓	✓
Stodola, Chuck	Columbia Gas Transmission	cstodola@columbiaenergygroup.com	✓	✗
King, Iris	CNG Transmission	iris_g_king@cngt.cng.com	✓	✓
Dennison, Kay	East Tennessee Natural Gas	dennisonk@epenergy.com	✓	✓
Gracey, Mark	Tennessee Gas Pipeline	graceym@epenergy.com	✓	✓
Walker, Norm	El Paso Natural Gas	walkerne@epenergy.com	✓	✓
Hess, Theresa	Enron - Transwestern	thess@enron.com	✓	✓
HOPKINS, TAMMY	Enron - Florida Gas Transmission	thopkins@enron.com	✓	✓
Barnett, Sandra	Koch Gateway	barnetts@kochind.com	✓	✓
Langston, Kristina	Midwestern Gas	langstonk@epenergy.com	✗	✓
Barnum, Betty	Panhandle Eastern	babarnum@duke-energy.com	✓	✗
Phelps, Brent	Panhandle Eastern	bwphelps@duke-energy.com	✓	✓
McDougal, Prince	Southern Natural Gas	prince_mcdougal@sonat.com	✓	✓
Fitzgerald, Nancy	Tejas Offshore Pipelines	njfitzgerald@shellus.com	✓	✓
McCain, Marcy	Texas Eastern	mlmccain@duke-energy.com	✓	✓
Van Pelt, Kim	Trunkline	kvanpelt@duke-energy.com	✓	✓
Keisler, Jim	Transco	jim.e.keisler@wgp.twc.com	✓	✓

¹ Names in the attendance list in **BOLD CAPS** are chairs. Mr. Keeler and Ms. Gussow, also co-chairs of the EII Task Force, were unable to attend.



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Name	Company	Email	GISB Member	Voter
Davis, Dale	Williams Gas Pipelines	dale.m.davis@wgp.twc.com	✓	✓
LDCS				
Shahan, Mike	CNG Distribution	mshahan@cngt.cng.com	✗	✓
NOVAK, MIKE	National Fuel Gas Distribution	mnovak@natfuel.com	✓	✓
Ishikawa, Rick	Southern California Gas	rishikawa@socalgas.com	✓	✓
PRODUCERS				
Hartmann, Tommie	Exxon Co. USA	tommie.r.hartmann@exxon.com	✓	✓
McRae, Terry	PennzEnergy	terrymcr@pennzenergy.com	✓	✓
SERVICES				
Ford, Jean	Andersen Consulting	mmbtu@ibm.net	✓	✓
Armstrong, Matt	D.C. Systems	matta@dcdallas.com	✓	✓
CALDWELL, CARL	Deloitte & Touche	cpcaldwe@aol.com	✓	✓
Scheel, Mark	Dynegy Inc.	masc@dynegy.com	✓	✓
Scott, Donna	Enron Administrative Corp.	dscott2@ect.enron.com	✓	✓
Spangler, Leigh	Latitude Technologies	lspangler@latitudetech.net	✓	✓
Buccigross, Jim	National Registry of Capacity Rights	legaljb@tcapserv.com	✓	✓
Edwards, Julie	Sabre	julie.edwards@sabre.com	✓	✓
END USERS				
GUSSOW, DONA	Florida Power & Light	dgussow@mail.fpl.com	✓	✓