

Helpful Hints for Saving XLS / CSV Files in FBS

1. Save the File 1st as an Excel Document – either XLS or XLSX
2. Once saved as an Excel Document then Click “Save As”
3. Change the “Save As” Type to CSV (Comma Delimited) *CSV
4. Click “Yes” to the Popup that says, “Some features in your workbook might be lost if you save it as a CSV. Do you want to keep using that format?”
5. Close the spreadsheet. If it asks to save the spreadsheet, click, “Don’t Save”
6. Upload CSV

Changing the Format of the Tank Sequence Number to Include Leading Zero’s

1. Highlight the entire column
2. Right Click – Click on “Format Cells”
3. Click on “Custom”
4. Change “General” to 000 (3 zeroes) below “Type” and Click “Ok”

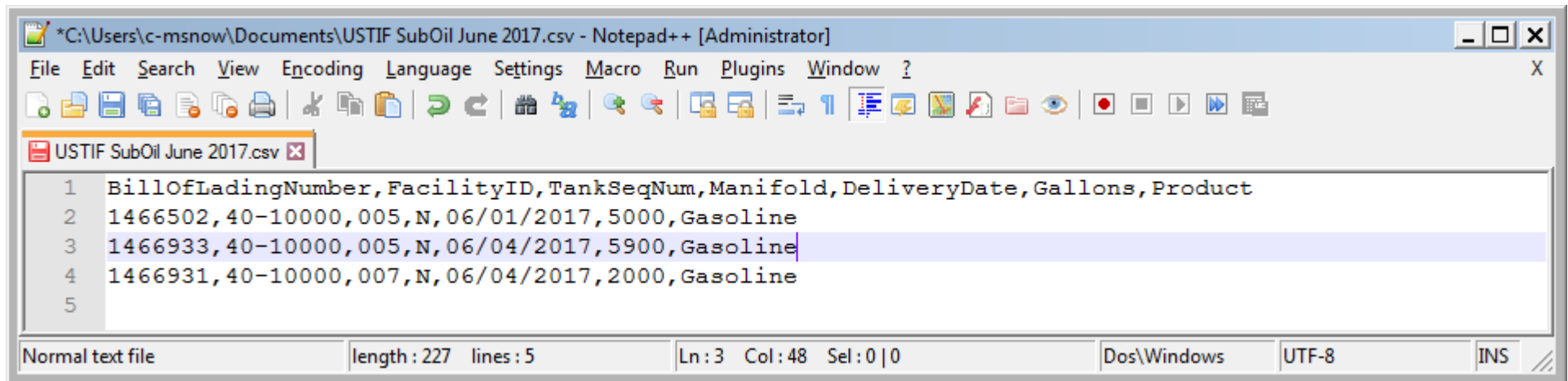
Changing the Format of the Delivery Date to Include Leading Zeroes

1. Highlight the entire column
2. Right Click – Click on “Format Cells”
3. Click “Custom”
4. Change “General” to MM/DD/YYYY below Type and Click “Ok”

Remember to follow the instructions above to save as an Excel file first before saving it as a CSV file

Additional Hints to Avoid Upload Errors

- Make sure that there are no commas in the number of gallons delivered and there is no Sign (+ / -) at the end or beginning
- Make sure that there are no blank rows on the worksheet or total lines at the bottom
- Make sure that there are no spaces before or after the Date
- Make sure that the Header line is the 1st line in the CSV file
- An easy way to check for these is to pull them up in Notepad
 - a. Find your document in Windows Explorer
 - b. Right Click on the CSV file and Click on Open With
 - c. Select Notepad or if Notepad is not listed Click on Choose Default Program
 - d. Before clicking on Notepad, **UNCHECK** the box that says “Always Use the Selected Program to Open this kind of file”
 - e. You now have the CSV open in Notepad and you will be able to see the document as it is stored in the CSV file format
 - f. Look for lines that have , , , , , , but no values, also look for total lines at the bottom
 - g. Look at the Tank Sequence Number, does it have Leading Zeroes – IE 001
 - h. Look at the Delivery Date, is it formatted correctly, MM/DD/YYYY with no spaces in before or after the date entered
 - i. Look at the Gallons Field, does it have “ , “ in the thousands place (it should not)
 - j. Look at the Gallons Field, does it have a space after it, but before the Comma separating it from the Product field – this means it has a sign added to the end



The screenshot shows a Notepad++ window titled "*C:\Users\c-msnow\Documents\USTIF SubOil June 2017.csv - Notepad++ [Administrator]". The menu bar includes File, Edit, Search, View, Encoding, Language, Settings, Macro, Run, Plugins, Window, and ?. The toolbar contains various icons for file operations and editing. The text area shows a CSV file with the following content:

```
1 BillofLadingNumber, FacilityID, TankSeqNum, Manifold, DeliveryDate, Gallons, Product
2 1466502, 40-10000, 005, N, 06/01/2017, 5000, Gasoline
3 1466933, 40-10000, 005, N, 06/04/2017, 5900, Gasoline
4 1466931, 40-10000, 007, N, 06/04/2017, 2000, Gasoline
5
```

The status bar at the bottom indicates: Normal text file, length: 227 lines: 5, Ln: 3 Col: 48 Sel: 0 | 0, Dos\Windows, UTF-8, INS.

When looking at your file in Notepad – in the example above – Row 5 is not considered an extra line and it’s OK to be there. In older versions of Notepad there will not be a row number, but the blank line will still exist.

Facility ID and Tank Sequence Numbers

Go to: <http://www.depreportingservices.state.pa.us/ReportServer/Pages/ReportViewer.aspx?/TANKS/TANKS>

Look up Facility based upon Zip Code, County or Municipality.

Info on the screen:

Site ID: [REDACTED]	Client: [REDACTED]
Other ID: 21-34744 Other ID = Facility ID	Client Name: [REDACTED]
Name: [REDACTED]	Address: [REDACTED]
Address: [REDACTED]	Address2: [REDACTED]
Address2: [REDACTED]	City: [REDACTED]
City: [REDACTED]	State: PA
State: PA	Zip: 18101-2193
Zip: [REDACTED]	
County: [REDACTED]	
Municipality Name: [REDACTED]	
Registration Expiration Date: 06/04/2018	

Tank Number

SEQ NUMBER	TANK CODE	DATE INSTALLED	CAPACITY	SUB CODE	TANK STATUS	PERMIT TYPE	PERMIT STATUS	DATE LAST INSPECTION
632576-001	UST	08/01/1994	10,000	GAS	C	FBR	APPR	01/14/2016
632576-002	UST	08/01/1994	10,000	GAS	C	FBR	APPR	01/14/2016

When looking for the Tank Sequence Number, if there is an “A” at the end ((Example: 002A)) this means it’s an aboveground tank and you do not need to report deliveries to this tank.